

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Registry of Educational Personnel (REP)**

### **Application User's Guide**

**End-of-Year 2006**

Questions?  
Contact: 517-335-0505  
e-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



## Table of Contents

<b>INTRODUCTION.....</b>	<b>5</b>
<b>GENERAL INFORMATION .....</b>	<b>5</b>
WHAT INFORMATION IS ENTERED INTO THE REP? .....	5
WHEN IS THE REP DUE? .....	5
<b>NEED HELP? .....</b>	<b>5</b>
MICHIGAN EDUCATION INFORMATION SYSTEM (MEIS) ACCOUNT OR PASSWORD .....	5
REP CONTENT INFORMATION AND RESOURCE MATERIALS.....	6
REP DATA FIELD DESCRIPTIONS .....	6
<b>APPLICATION STARTUP AND SECURITY.....</b>	<b>7</b>
AUTHORIZED User – Your MEIS Account .....	7
CREATE YOUR MEIS ACCOUNT .....	7
SECURITY AGREEMENT.....	8
<b>REP ONLINE APPLICATION.....</b>	<b>8</b>
ACCESSING THE REP ONLINE APPLICATION .....	8
MEIS LOGIN SCREEN .....	10
SYSTEM LOGS OUT USER.....	10
ACCESS DENIED.....	11
<b>ONLINE CUSTOMER SUPPORT MATERIALS.....</b>	<b>11</b>
TEACHER VERIFICATION WEB SITE LINK .....	11
<b>SCHOOL CODE MASTER (SCM) VERIFICATION .....</b>	<b>12</b>
<b>REP MENU OPTIONS .....</b>	<b>13</b>
ONLINE SINGLE SUBMISSION FORM OPTION .....	13
<b>DAY TO DAY SUBSTITUTE TEACHERS .....</b>	<b>15</b>
<b>NON-INSTRUCTIONAL STAFF MEMBERS WITH LESS THAN 0.5 FTE.....</b>	<b>15</b>
DAY-TO-DAY SUBSTITUTE TEACHERS .....	15
NON-INSTRUCTIONAL STAFF MEMBERS WITH LESS THAN 0.5 FTE.....	16
<b>HELP FEATURE ON THE SUBMISSION SCREEN.....</b>	<b>17</b>
<b>EMPLOYEE DATA .....</b>	<b>18</b>
FIELDS 1, 2, 3, 4, 5, 6, 7, 8 AND 13.....	18
FIELD DEFINITIONS – HELP SCREENS.....	18
FIELD 1: DATE OF COUNT      SUBMISSION: DECEMBER 1 & JUNE 30 .....	19
FIELD 2: OPERATING ISD/ESA NUMBER      SUBMISSION: DECEMBER 1 & JUNE 30.....	19
FIELD 3: OPERATING LEA/PSA/ISD NUMBER      SUBMISSION: DECEMBER 1 & JUNE 30.....	19
FIELD 4: LAST NAME      SUBMISSION: DECEMBER 1 & JUNE 30 .....	19
FIELD 5: FIRST NAME      SUBMISSION: DECEMBER 1 & JUNE 30.....	20
FIELD 6: MIDDLE NAME      SUBMISSION: DECEMBER 1 & JUNE 30 .....	20
FIELD 7: SOCIAL SECURITY NUMBER      SUBMISSION: DECEMBER 1 & JUNE 30.....	20

FIELD 8: CREDENTIAL LICENSE NUMBER    SUBMISSION: DECEMBER 1 & JUNE 30 .....	21
<i>To obtain teacher credential numbers:</i> .....	21
FIELD 13: DATE OF BIRTH      SUBMISSION: DECEMBER 1 & JUNE 30.....	22
<b>MEASUREMENT DATA .....</b>	<b>22</b>
FIELDS 9, 11, 14, 15, 20, 21, 22, 23, 25, 26, 28 .....	22
FIELD 9: DATE OF HIRE      SUBMISSION: DECEMBER 1 & JUNE 30 .....	22
FIELD 11: TITLE I AND TITLE II, PART A, TEACHERS.....	23
FIELD 14: GENDER CODE      SUBMISSION: DECEMBER 1 & JUNE 30 .....	23
FIELD 15: RACIAL/ETHNIC CODE      SUBMISSION: DECEMBER 1 & JUNE 30 .....	23
FIELD 25: EMPLOYMENT STATUS      SUBMISSION: DECEMBER 1 & JUNE 30.....	24
FIELD 26: DATE OF TERMINATION/SEPARATION OF EMPLOYMENT: SUBMISSION: DECEMBER 1 & JUNE 30.....	24
FIELD 28: ANNUAL SALARY      SUBMISSION: DECEMBER 1 & JUNE 30 .....	24
<b>ASSIGNMENT DATA - FIELD 10.....</b>	<b>25</b>
NEW FEATURE FOR EOY 2006 SUBMISSION .....	25
FIELD 10: SCHOOL ASSIGNMENT BY GRADE, FTE, WAGE, ACCOUNTING CODE, HIGHLY QUALIFIED, ACADEMIC MAJOR, ACADEMIC MINOR, ADMINISTRATOR CONTINUING EDUCATION AND NUMBER OF CLASSES TAUGHT .....	25
<b>CREDENTIAL STATUS .....</b>	<b>29</b>
FIELDS 12, 16, 17, 18, 19, 29, AND 30 .....	29
FIELD 12: FUNDED POSITION STATUS      SUBMISSION: DECEMBER 1 & JUNE 30 .....	29
FIELD 16: HIGHEST DEGREE      SUBMISSION: DECEMBER 1 & JUNE 30 .....	30
FIELD 17: TYPE OF CREDENTIAL      SUBMISSION: DECEMBER 1 & JUNE 30.....	30
FIELD 18: DATE CREDENTIAL ISSUED      SUBMISSION: DECEMBER 1 & JUNE 30.....	31
FIELD 19: DATE OF EXPIRATION OF CREDENTIAL-SUBMISSION: DECEMBER 1 & JUNE 30 .....	32
FIELD 29: MICHIGAN SPONSORING INSTITUTION – NEW TEACHERS ONLY .....	32
FIELD 30: NON-MICHIGAN SPONSORING INSTITUTION – NEW TEACHERS ONLY .....	32
<b>PROFESSIONAL DEVELOPMENT HOURS.....</b>	<b>32</b>
FIELD 24: HOURS OF PROFESSIONAL DEVELOPMENT      SUBMISSION: JUNE 30.....	32
<b>FIELD 27: PERSONNEL IDENTIFICATION CODE (PIC) .....</b>	<b>34</b>
<b>SAVING A RECORD/UPDATING A RECORD .....</b>	<b>35</b>
SAVED AS VALID RECORD .....	35
WARNING MESSAGES .....	35
INVALID RECORD .....	36
UPDATE/VERIFY A RECORD .....	37
HELP WINDOW -- INFORMATION REGARDING PERSONNEL UPDATE INSTRUCTIONS .....	38
<b>PERSONNEL SUBMITTED REPORT/COMPLETE SUBMISSION .....</b>	<b>38</b>
<b>DELETING A RECORD .....</b>	<b>39</b>
<b>BULK SUBMISSION/UPLOAD REP DATA.....</b>	<b>40</b>
BULK SUBMISSION/UPDATE REP DATA .....	40
BULK SUBMISSION STATUS.....	41
SUMMARY BY DISTRICT .....	42

COMPLETE SUMMARY BY DISTRICT .....	43
DOWNLOAD REP DATA FILE .....	43
<i>The XML data file layout</i> .....	44
<i>Using Microsoft Access to view the XML data file</i> .....	45
<i>Using Microsoft Excel to view the XML data file</i> .....	46
EMPLOYEE LISTING BY DISTRICT .....	46
<b>CREDENTIAL DATA EXCHANGE (CDX) .....</b>	<b>48</b>
UPLOADING A FILE: .....	48
RETRIEVING PROCESSED CDX FILE .....	50
<b>SUPPLEMENTAL TITLE II HIGHLY QUALIFIED TEACHER DATA COLLECTION</b> <b>.....</b>	<b>50</b>

## **Introduction**

This guide is intended for all users of the Registry of Educational Personnel (REP) Application. The REP Data Field Descriptions and any addenda posted to the REP Web page should be used with this user's guide. This guide includes directions for using the REP Online Single Submission Application to submit data via the online single submission/update REP data process and the bulk submission/update REP data process. The guide is divided into sections as they appear in the REP Online Single Submission Application. This guide will provide you with a definition for, and general information about, each field collected in the REP, as well as instructions for using the REP data entry system. Information is also provided concerning the reports available through the REP Application.

## **General Information**

### **What information is entered into the REP?**

The REP is designed to collect basic employment elements relating to school personnel involved with the education of students, such as certification and degrees held, school and grade/subject assignment, length of service, and salary. Personnel data must be submitted via the Internet twice a year, in December and at the end of year (EOY). December data are used primarily by the Michigan Department of Education (MDE) to conduct its annual teacher audit. EOY data are used to produce numerous federal reports. The December data must be accurate as of the submission date in December. The EOY data must be accurate as of the last day of the school year for the local districts, intermediate school districts (ISDs), and public school academies (PSAs). A school year is from July 1 to June 30.

Data compiled via the REP will be used to meet the requirements of the federal *No Child Left Behind Act of 2001* and the Michigan Department of Education's accreditation initiative, *Education YES!* Additionally, data for all educational personnel are necessary to complete reports required by the National Center for Education Statistics (NCES).

Data can be edited online and either entered online or by a bulk file upload procedure. Several records may be submitted via hypertext transfer protocol, secure (HTTPS) if the layout corresponds to the specified fixed format or tab-delimited format in the REP Data Field Descriptions. In general, in the record layout, alphanumeric fields are initialized with blanks and left justified, and integer fields are initialized with zeros and right justified.

### **When is the REP due?**

There are two submission deadlines for the REP, the first business day in December and June 30 of each school year. The deadline for the EOY 2006 submission is June 30, 2006.

### **Need help?**

#### **Michigan Education Information System (MEIS) Account or Password**


If you have problems with your MEIS account or password while you are using the REP on the MEIS system, please contact the Department of Information Technology (DIT) Client Service Center at 517-335-0505, or by e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

## REP Content Information and Resource Materials

For questions regarding REP content, please e-mail [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call the DIT Client Service Center at 517-335-0505. Please provide your name, district code, district name, CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

For detailed information about the REP, please visit the CEPI Web site at [www.michigan.gov/CEPI](http://www.michigan.gov/CEPI), click on "MEIS Data Services," and then on "Registry of Educational Personnel." Refer to the REP Help & Resources box (see below). Click on items such as "REP Help," or "Highly Qualified Help" for additional reference materials.

### REP Help & Resources

- [REP Data Field Matrix - Uses in Federal and State Reports](#)
- ["Highly Qualified" Help](#)
- [REP Help](#)
- [Prof. Development Help](#) 

#### "Highly Qualified" Help

- [Highly Qualified FAQs](#)
- [Highly Qualified SBE Policy](#)
- [Highly Qualified Teacher Worksheet](#)

#### REP Help

[New to REP?](#)

[REP FAQs EOY 2006](#)

[REP User's Guide EOY 2006](#)

## REP Data Field Descriptions

A copy of the REP Data Field Descriptions may be obtained at the CEPI Web site at [www.michigan.gov/CEPI](http://www.michigan.gov/CEPI). Click on "MEIS Data Services," and then on "Registry of Educational Personnel." The REP Data Field Descriptions can be found under the heading "REP Data Manual" at this site.

### REP Data Manual

- [EOY 2006 REP Addendum](#) 
- [EOY 2006 Data Field Descriptions](#) 
- [EOY 2006 Record Layout](#) 

**Be sure to print the EOY 2006 Data Field Descriptions, Record Layout and any Addenda that may be posted in the REP Data Manual section.**

## Application Startup and Security

### Authorized User – Your MEIS Account

The REP Application is available to authorized users of both the MEIS and the REP Application. To become an authorized user of the REP Application, you must first obtain an MEIS account. If you do not have an MEIS account, go to the MEIS Web site at [www.michigan.gov/meis](http://www.michigan.gov/meis) (screen below). You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

All questions concerning your MEIS account number and/or password should be directed to the DIT Client Service Center at 517-335-0505 or [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

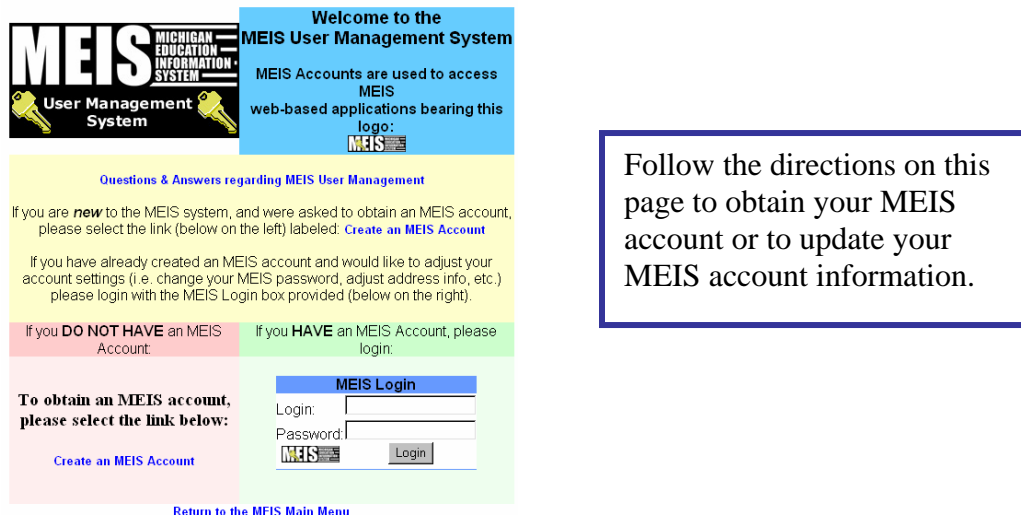
### Create your MEIS Account

To create your MEIS account number and password, go to the MEIS Web site at:  
[www.michigan.gov/meis](http://www.michigan.gov/meis).



The screenshot shows the Michigan Department of Education website. On the left is a navigation menu with links like 'Grants', 'Directory of Grant Programs', and 'MEIS (Michigan Education Information System)'. The main content area is titled 'MEIS User Management v1.4' and contains instructions: 'To use any of the MEIS applications below you must have a MEIS account. To obtain a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.' A callout box with a blue border points to the MEIS logo and says: 'To obtain an MEIS account, click on the MEIS logo.'

The following screen will appear:



The screenshot shows the MEIS User Management System interface. At the top, it says 'Welcome to the MEIS User Management System'. Below this, it explains that MEIS accounts are used to access web-based applications. There are two main paths: one for new users to 'Create an MEIS Account' and one for existing users to 'login'. A login form is provided with fields for 'Login' and 'Password', and a 'Login' button. A callout box with a blue border says: 'Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.'

## Security Agreement

After you have established your MEIS account, download the REP Security Agreement from the MEIS Data Services page on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services," and then click on "Registry of Educational Personnel." The Security Agreement is located in the box titled, "**Upload REP Data to CEPI**." Once your completed REP Security Agreement has been processed at the DIT Client Service Center, you will receive an e-mail notification that you have access to the application. After you have security access to the REP, you are ready to begin.

### Upload REP Data to CEPI

- [REP Security Agreement](#)
- [REP Application](#)
- [Credential Data Exchange Security \(CDX\) Agreement](#)
- [Credential Data Exchange \(CDX\) Application](#)

*Click here on the Web site to obtain a copy of the REP Security Agreement.*

## REP Online Application

### Accessing the REP Online Application

The REP may be accessed through two sites:

- 1) The CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services," and then click on "Registry of Educational Personnel." Next, click on the REP Application under the heading Upload REP Data to CEPI.

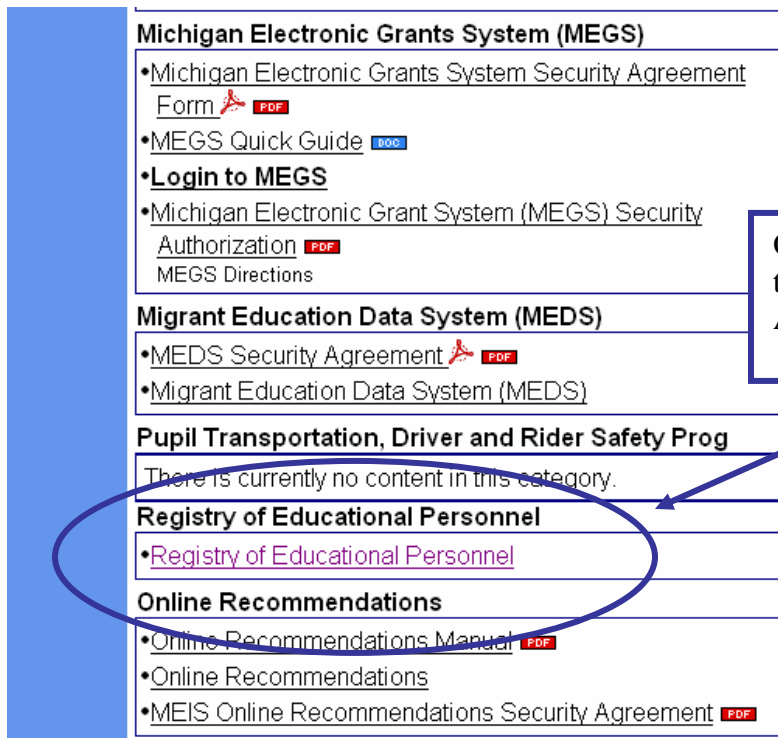
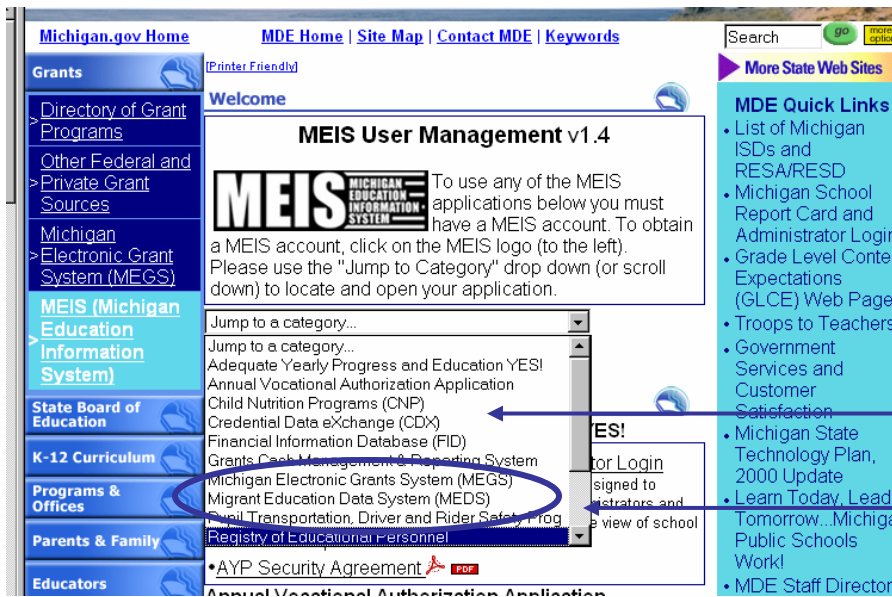
### Upload REP Data to CEPI

- [REP Security Agreement](#)
- [REP Application](#)
- [Credential Data Exchange Security \(CDX\) Agreement](#)
- [Credential Data Exchange \(CDX\) Application](#)

Click on the application or form desired.



2) The MEIS Web site at [www.michigan.gov/meis](http://www.michigan.gov/meis). Go to the MEIS User Management v1.4 box. Use the "Jump to a category" drop-down menu (or scroll down) to locate and open the **Registry of Educational Personnel** application.



Or, you may scroll down the page to the Registry of Educational Personnel Application.

Scroll bar

## MEIS Login Screen

When you click on "REP Application," the following screen will be displayed. The next step is to enter your MEIS login "User Name" and "Password":

The screenshot shows the 'MEIS Login' section of the 'Registry of Educational Personnel' website. A blue box with two arrows points to the 'User Name' and 'Password' input fields, with the text 'Key in your MEIS Login User Name and Password'. Below the login fields is a 'Login' button and a 'Forgot your password?' link. To the right of the login box is a 'VerifySign Secure' logo. On the left side of the page, there is a 'Login to the REP' section with a description of the system and a list of links: REP Data Field Descriptions, REP Addendum, REP User Guide, REP FAQs, REP Security Agreement Form, CDX Security Agreement Form, and Obtaining a MEIS Account. The footer contains navigation links and copyright information.

To enter your password into the login screen:

1. **Click** in the **Login** box.
2. **Type** your **Login User Name**.
3. **Press the Tab** key to go to the **Password** box or **put your cursor** in the **Password** box.
4. **Type** your **Password**.
5. **Click** on the **Login** button.

If you need more information, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

## System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending or partial information you have entered will be lost and must be re-entered when you log in again. The complete record must be entered with valid data in all fields and you must click on "Submit REP Data for this Employee" for the data to be saved.

This screenshot is similar to the previous one but includes a red oval highlighting a security warning message. The message reads: 'For security purposes, you have been logged out due to inactivity within the system for 20 minutes. Please re-enter your login information.' A red arrow points from this message to a red-bordered box on the right. The box contains the text: 'If your connection has been inactive for 20 minutes, your access authorization ends and this message will appear on the MEIS Login page. You will be required to enter your login user name and password.'

## Access Denied

### Access Denied?

If you have entered your MEIS login name and password correctly and access is denied, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

## Online Customer Support Materials

### Teacher Verification Web Site Link

In addition to the online resource materials now available on the REP Application Web pages, users may access the Teacher Verification Web site without logging out of the REP Application. The Teacher Verification Web site will appear in a second browser window.


The screenshot shows the CEPI website with the following elements and annotations:

- Header:** "Center for Educational Performance & Information" and "Michigan.gov".
- Navigation Bar:** "Michigan.gov Home", "CEPI Home", "REP FAQs", "REP User Guide", "Teacher Verification", "Contact Help Desk".
- Main Section:** "Registry of Educational Personnel".
- Login Section:** "MEIS Login" with fields for "User Name:" and "Password:", a "Login" button, and a "Forgot your password?" link. A callout box points to the "Forgot your password?" link with the text: "Need help with your password. Click here."
- Links List:** A list of links including "REP Data Field Descriptions", "REP Addendum", "REP User Guide", "REP FAQs", "REP Security Agreement Form", "CDX Security Agreement Form", and "Obtaining a MEIS Account". A callout box points to this list with the text: "For direct access to customer support materials, click on a link."
- VeriSign:** A "VeriSign Secured" logo is visible.
- Footer:** "Michigan.gov Home", "CEPI Home", "REP FAQs", "REP User Guide", "Teacher Verification", "Contact Help Desk", "State Web Sites", "Accessibility Policy", "Privacy Policy", "Link Policy", "Security Policy", and "Copyright © 2005 State of Michigan".
- Annotations:**
  - A yellow oval highlights the "Teacher Verification" link in the top navigation bar, with a callout box pointing to it that says "Teacher Verification Web site".
  - A yellow oval highlights the "Teacher Verification" link in the footer, with a callout box pointing to it that says "Teacher Verification Web site".


## School Code Master (SCM) Verification

After you have entered your MEIS login user name and password, the School Code Master Verification screen will appear. Once you have verified that the School Code Master information is accurate and up to date, the **Registry of Educational Personnel Main Menu** will be displayed. The School Code Master Verification screen will appear the first time you log in to the REP Application for each submission cycle.

During each submission cycle of the REP, each district will be reminded to verify that their School Code Master information is accurate and up to date. The SCM authorized user for your district should verify that the information about your district and buildings is correct prior to each submission. After verification, you may proceed to submit your REP data. The following message will appear on the screen the first time the REP authorized user logs in to the REP Application each submission cycle:



**Center for Educational Performance & Information**



[Michigan.gov Home](#)
[CEPI Home](#) | [REP FAQs](#) | [REP User Guide](#) | [Contact Help Desk](#) | [Logout](#)

**School Code Master Verification**

**Attention:**

Before entering your data into the REP, please verify that your School Code Master (SCM) information is accurate and up-to-date. The School Code Master is the state of Michigan's database for official building information: district and school/facility codes, administrator name(s), address, phone number, etc. These data are the central link to all data collected by the Center for Educational Performance and Information (CEPI). If the data maintained in the School Code Master are not accurate and up-to-date, you may have difficulty submitting other data to the State.

**Step 1:** To verify your district's School Code Master records, please point your browser to <http://cepi.state.mi.us/scm> and locate your district's information.

**Step 2:** If any of the information requires updating, please log in to the School Code Master as an authorized user and make any necessary changes. If you are not an SCM authorized user for your district, please contact one of the following people (or contact the [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) if these people cannot be located):

Name	E-mail Address	Phone Number
<b>Authorized User(s) for District Listed Here</b>		

**Step 3:** After verification of your School Code Master information is completed, you may continue entering your district's educational personnel data via the REP application. Please click the appropriate button below to confirm your School Code Master verification process:

**No changes to my SCM data are necessary**

**All necessary changes to my SCM data have been completed**

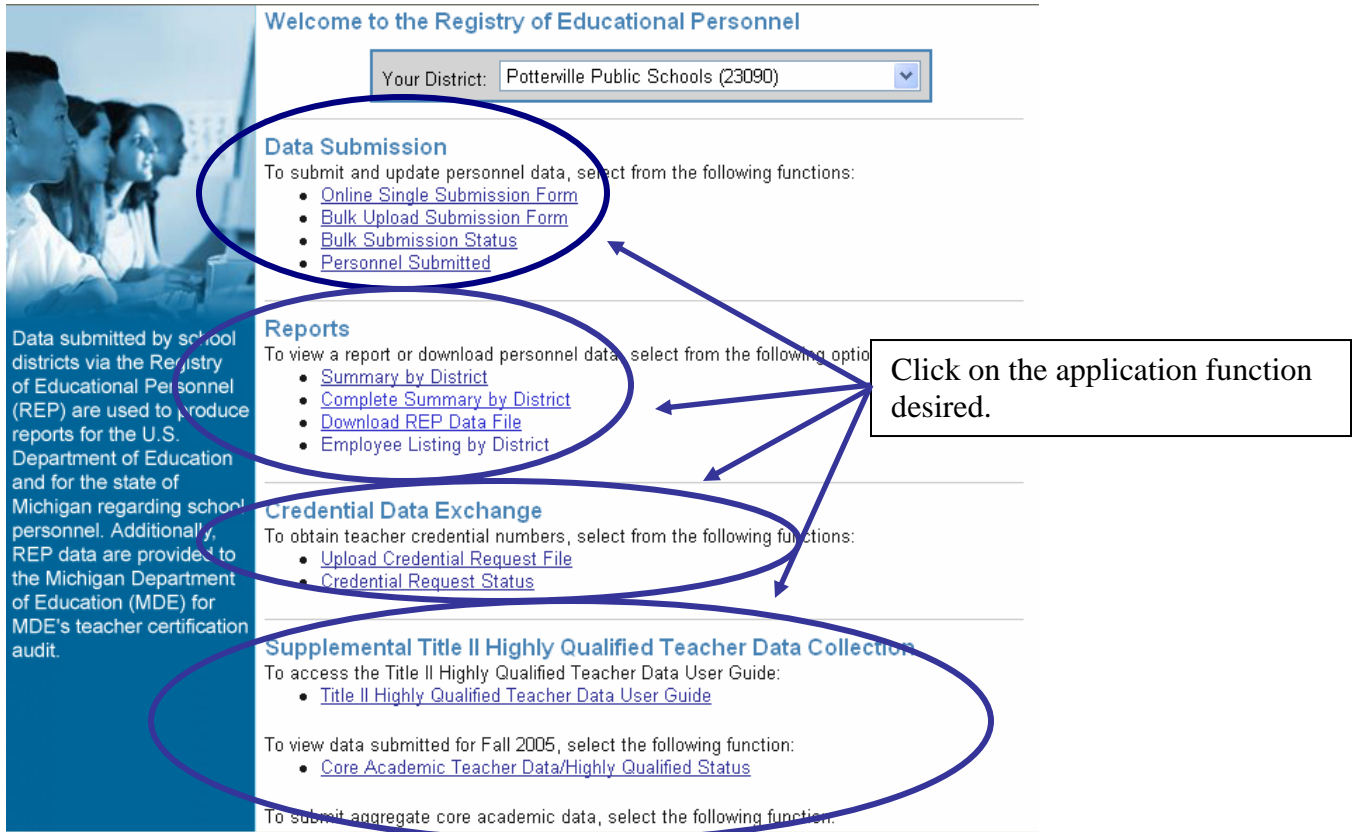
**Arrangements have been made to have my SCM data updated**

After the SCM Verification has been completed by the district's authorized user, click on the appropriate selection.



## REP Menu Options

After the School Code Master verification has been completed, the following REP Welcome screen will appear. To access an option, click on it.



The screenshot shows the 'Welcome to the Registry of Educational Personnel' screen. A dropdown menu for 'Your District' is set to 'Pottsville Public Schools (23090)'. The page is divided into several sections, each with a list of links. Blue circles and arrows highlight specific options, and a text box provides instructions.

**Welcome to the Registry of Educational Personnel**

Your District:

**Data Submission**  
To submit and update personnel data, select from the following functions:

- [Online Single Submission Form](#)
- [Bulk Upload Submission Form](#)
- [Bulk Submission Status](#)
- [Personnel Submitted](#)

**Reports**  
To view a report or download personnel data, select from the following options:

- [Summary by District](#)
- [Complete Summary by District](#)
- [Download REP Data File](#)
- [Employee Listing by District](#)

**Credential Data Exchange**  
To obtain teacher credential numbers, select from the following functions:

- [Upload Credential Request File](#)
- [Credential Request Status](#)

**Supplemental Title II Highly Qualified Teacher Data Collection**  
To access the Title II Highly Qualified Teacher Data User Guide:

- [Title II Highly Qualified Teacher Data User Guide](#)

To view data submitted for Fall 2005, select the following function:

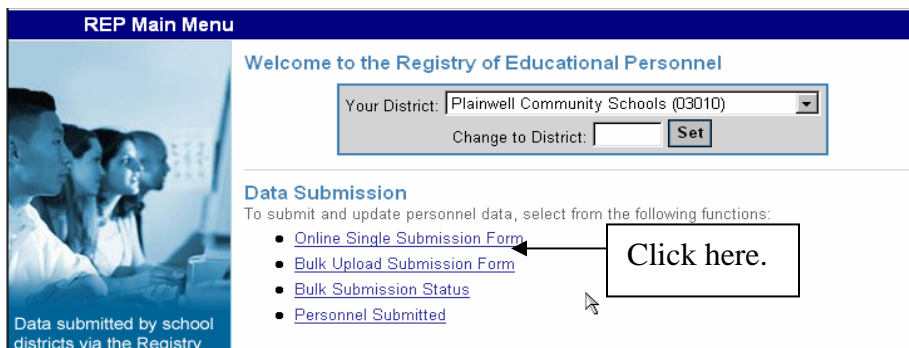
- [Core Academic Teacher Data/Highly Qualified Status](#)

To submit aggregate core academic data, select the following function:

**Click on the application function desired.**

## Online Single Submission Form Option

The Online Single Submission Form option is commonly used by districts that do not upload a data file extracted from a personnel management system. For the submission of a single record, click on "Online Single Submission Form" on the Main Menu of the REP Application. Each section of the REP Online Single Submission Form component is described separately. The fields are presented by section as they appear in the Online Application. Be sure to refer to the REP Data Field Descriptions for each field submitted for complete information regarding the required data elements. The REP Data Field Descriptions provide detailed information for each field in the application.



The screenshot shows the 'REP Main Menu' screen. It features a 'Welcome to the Registry of Educational Personnel' header and a dropdown menu for 'Your District' set to 'Plainwell Community Schools (03010)'. Below this, the 'Data Submission' section lists several options. A text box with an arrow points to the 'Online Single Submission Form' link.

**REP Main Menu**

**Welcome to the Registry of Educational Personnel**

Your District:

Change to District:

**Data Submission**  
To submit and update personnel data, select from the following functions:

- [Online Single Submission Form](#)
- [Bulk Upload Submission Form](#)
- [Bulk Submission Status](#)
- [Personnel Submitted](#)

**Click here.**

After you click on "Online Single Submission Form," the following screen will appear:

**REP | REP Single Submission**

**New Personnel Record**

To enter a new employee record, choose the type of position from one of the three methods below and follow the instructions for the selected method.

**Professional Personnel**

Please enter the Social Security Number OR the Credential License Number of the employee. If the employee works in your district only as a day-to-day substitute, check the appropriate box below. Click the GO button and the data entry form will appear.

SSN (xxxxxyzzzz):

Credential License Number:

☐ This employee is a day-to-day substitute

**GO**

**Support Staff**

Please enter the First Name, Last Name, Date of Birth, and FTE of the employee. Click the GO button and the data entry form will appear. If the employee is under 0.5 FTE, the data entry requirements will be fewer.

First Name:

Last Name:

Date of Birth (mm/dd/yyyy):  
 /  /

FTE:

**GO**

**Vacant Position**

Please enter a Social Security Number for the vacant position per the guidelines listed in the REP Data Field Descriptions Manual. Click the GO button and the data entry form will appear.

SSN (xxxxxyyyyy):

**GO**

**Enter New Employee**

Enter the new employee either under **Professional Personnel** (left side of screen) or **Support Staff** (center of screen) or **Vacant Position** (right side of screen)

After data are entered, click on "Go" in the appropriate box to advance to the next screen.

---

**Edit Record**

To edit a record previously submitted, click on **Personnel Submitted**, and then click on the PIC when the screen appears.

**Existing Personnel Record**

To update an employee record that has been previously submitted to the REP by your district, please access the [Personnel Submitted](#) and click the PIC button to the left of the employee's name to view the record.

[REP Main Menu](#)

Day-to-day substitutes and non-instructional staff with less than 0.5 FTE. Click on the box in the Professional Personnel section if the staff member being entered is a day-to-day substitute teacher. In the Support Staff section, for submission of a non-instructional staff member with less than 0.5 FTE, enter the appropriate FTE for the position.

Enter the employee's **Social Security number or credential number** or first and last name along with the date of birth. **Click on "Go."** (For assignment codes "00000" through "00599" the Social Security number or credential number must be submitted; for assignment codes "70000" through "99900", the Social Security number is required.)

**Vacant funded positions:** When entering vacant funded positions, create a Social Security number by using the district number as the first five digits (NNNNN) followed by a four-digit number (NNNN), assigned in ascending sequence. For example, Detroit Public Schools (82010) would use "820100001" for the first vacant position, following by "820100002" for the next vacant position. After the number is entered, **click on "GO."**

## Day to Day Substitute Teachers Non-Instructional Staff Members with Less than 0.5 FTE

In an effort to streamline the reporting of day-to-day substitute teachers and non-instructional staff members with less than 0.5 FTE, it has been determined that these employees may be reported in the REP with fewer data elements. The required fields are those necessary for accurate reporting of the employee's records, so that the crosscheck of data may be completed with the Michigan State Police. For complete information regarding the required fields, refer to the March 14, 2006 REP Addendum to the EOY 2006 REP Data Field Descriptions. This addendum is located at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services" and then click on the "Registry of Educational Personnel." The addendum is located under the heading REP Data Manual.

Two submission screens are provided for the submission of day-to-day substitute teachers and non-instructional staff members with less than 0.5 FTE.

### Day-to-Day Substitute Teachers

As illustrated on page 14, begin by entering the Social Security number or credential license number and clicking in the box "This employee is a day-to-day substitute teacher" in the Professional Personnel section of the REP Single Submission page. A check mark will appear in the box. Next, click on the word "GO". The following is a view of the submission screen for day-to-day substitute teachers:

Employee Data		
(1) Date of Count: 6/30/2006	(2) ISD/ESA: 23	(3) District: 23090
(5) First Name: <input type="text"/>		
(6) Middle Name: <input type="text"/>		
(4) Last Name: <input type="text"/>		
(13) Date of Birth (mm/dd/yyyy): <input type="text"/>	(7) SSN (xxxx-xx-xxxx): <input type="text"/>	(8) Credential License Number: <input type="text"/>

Measurement Data	
(14) Gender: <input type="text"/>	(15) Racial/Ethnic Category
(9) Date of Hire (mm/dd/yyyy): <input type="text"/>	American Indian or Alaska Native: <input type="text"/>
(26) Date of Termination (mm/dd/yyyy): <input type="text"/>	Asian American: <input type="text"/>
(25) Employment Status: <input type="text"/>	Black or African American: <input type="text"/>
	Native Hawaiian or Other Pacific Islander: <input type="text"/>
	White: <input type="text"/>
	Hispanic or Latino: <input type="text"/>

Assignment Data		Add Assignment
(10) School Assignment #1	<a href="#">Remove Assignment</a>	
School Code: <input type="text"/>	Assignment: <input type="text" value="00SUB"/>	

You must click this button to submit this employee's data to the REP database

Click here to submit the data.

[REP Main Menu](#)

[Michigan.gov Home](#) | [CEPI Home](#) | [REP Home](#) | [Teacher Verification](#) | [Contact Help Desk](#) | [Logout](#)  
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)  
 Copyright © 2006 State of Michigan

## Non-Instructional Staff Members with Less Than 0.5 FTE

If a staff member has an FTE of less than 0.5, report the staff member in the Support Staff section of the REP Single Submission Screen, as illustrated on page 14. Non-instructional staff members with less than 0.5 FTE might include bus drivers, secretaries, janitorial services, etc. The FTE reported for each employee should be based upon the amount of time worked by the employee and the contractual school day for the district. Enter the first and last name, date of birth, FTE and then click on "GO". The following submission screen will appear:

Employee Data		
(1) Date of Count: 6/30/2006	(2) ISD/ESA: 23	(3) District: 23090
(5) First Name: <input type="text"/>		
(6) Middle Name: <input type="text"/>		
(4) Last Name: <input type="text" value="Miller"/>		
(13) Date of Birth (mm/dd/yyyy): <input type="text"/>	(7) SSN (xxx-xx-xxxx): <input type="text"/>	(8) Credential License Number: <input type="text"/>

Measurement Data	
(14) Gender: <input type="text"/>	(15) Racial/Ethnic Category American Indian or Alaska Native: <input type="text" value="0"/> Asian American: <input type="text" value="0"/> Black or African American: <input type="text" value="0"/> Native Hawaiian or Other Pacific Islander: <input type="text" value="0"/> White: <input type="text" value="0"/> Hispanic or Latino: <input type="text" value="0"/>
(9) Date of Hire (mm/dd/yyyy): <input type="text"/>	
(26) Date of Termination (mm/dd/yyyy): <input type="text"/>	
(25) Employment Status: <input type="text"/> ...	

Assignment Data			Add Assignment
(10) School Assignment #1 <a href="#">Remove Assignment</a>			
School Code: <input type="text"/>	FTE: <input type="text"/>	Assignment: <input type="text"/>	

[Submit REP Data for this Employee](#)  
 You must click this button to submit this employee's data to the REP database


Click here  
to submit  
the data.






### REP Main Menu

[Michigan.gov Home](#) | [CEPI Home](#) | [REP Home](#) | [Teacher Verification](#) | [Contact Help Desk](#) | [Logout](#)  
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)  
 Copyright © 2006 State of Michigan

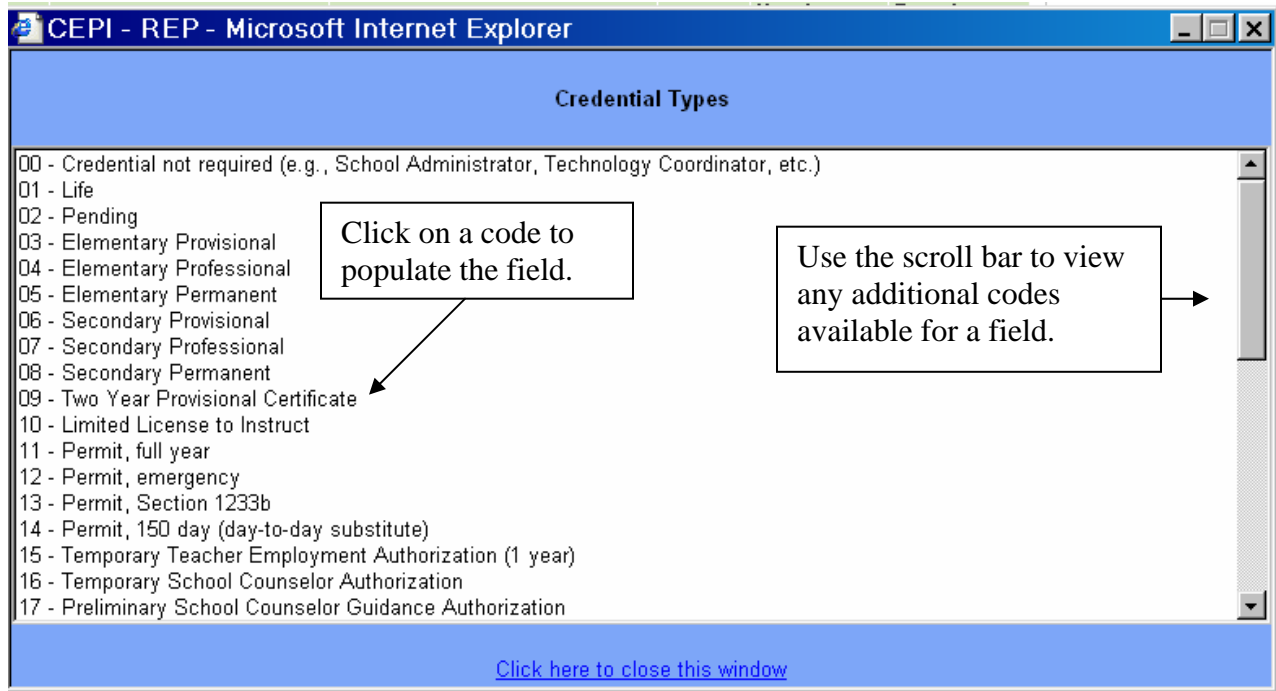


## Help Feature on the Submission Screen

This icon, , appears in several fields in the online application. When you click on this icon, the list of codes for the specific field appears. You may click on the appropriate code for the record being entered, and the field is populated with your selection. Or, you may enter the code manually.

Credential Data		
(12) Funded Position Status: <input type="text"/> 		
(17) Type of Credential: <input type="text"/> 	(18) Credential Date of Issue: <input type="text"/> / <input type="text"/> / <input type="text"/>	(19) Credential Date of Expiration: <input type="text"/> / <input type="text"/> / <input type="text"/>
(16) Highest Education Level: <input type="text"/> 	(29) Michigan Institution Code: <input type="text"/> 	(30) Non-Michigan Institution Code: <input type="text"/> 

The following window will appear:



**Credential Types**

- 00 - Credential not required (e.g., School Administrator, Technology Coordinator, etc.)
- 01 - Life
- 02 - Pending
- 03 - Elementary Provisional
- 04 - Elementary Professional
- 05 - Elementary Permanent
- 06 - Secondary Provisional
- 07 - Secondary Professional
- 08 - Secondary Permanent
- 09 - Two Year Provisional Certificate
- 10 - Limited License to Instruct
- 11 - Permit, full year
- 12 - Permit, emergency
- 13 - Permit, Section 1233b
- 14 - Permit, 150 day (day-to-day substitute)
- 15 - Temporary Teacher Employment Authorization (1 year)
- 16 - Temporary School Counselor Authorization
- 17 - Preliminary School Counselor Guidance Authorization

[Click here to close this window](#)

## Employee Data

### Fields 1, 2, 3, 4, 5, 6, 7, 8 and 13

The numbers in each box indicate the number of the field in the REP Data Field Descriptions. Please refer to the REP Data Field Descriptions for complete information about the field requirements.

Fields 1, 2 and 3 will be automatically populated when this screen appears.

## Field Definitions – Help Screens

Click on any field name and a help window will appear with a definition of the field name.

### Employee Data

#### Field 1: Date of Count

**Definition:** The official due date for a submission cycle. For the 2005-2006 school year, the due dates for the REP submission are December 1, 2005, and June 30, 2006.

#### Field 2: Operating ISD/ESA Number

**Definition:** This is the state assigned code of the ISD/ESA that has the operating district or program where the staff member is employed.

#### Field 3: Operating District Number

**Definition:** These codes are the state-assigned local education agency (LEA), public school academy (PSA) or ISD numbers. Use the LEA, PSA, or ISD number of the district where the staff member is employed.

**Online Application:** Fields 1, 2, and 3 are prepopulated in the online application with the appropriate date of count, the authorized user's Operating ISD/ESA number and operating LEA/PSA/ISD number.

**Field 1: Date of Count**

**Submission: December 1 & June 30**

This field is submitted for all personnel with assignment codes between "00000" and "99900".

The date of count is the due date for submission of the REP data. The date must be 06/30/2006 for the EOY 2006 REP submission. For the Online Application, this field defaults to the submission due date for the current school year collection date.

**Field 2: Operating ISD/ESA Number**

**Submission: December 1 & June 30**

This field is submitted for all personnel with assignment codes between "00000" and "99900".

This is the operating number for the ISD/ESA. These codes are the state-assigned ISD/ESA numbers. This code identifies the operating district where the staff member is employed. For example: The St. Joseph ISD is submitted as "75".

**Programming edits:** When the ISD code is invalid or blank, a fatal error will be reported. The individual who uploads a file must be the authorized user for the ISD/ESA number that is submitted in the uploaded file or a fatal error is reported.

**Field 3: Operating LEA/PSA/ISD Number**

**Submission: December 1 & June 30**

This field is submitted for all personnel with assignment codes between "00000" and "99900".

This is the operating number for the LEA, PSA, or ISD. These codes are assigned by the state. Use the LEA, PSA, or ISD number where the staff member is employed. The School Code Master (SCM) numbers have always been five digits. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers (e.g., 01234) for your district if you previously used four digits. The School Code Master can be found at: [www.michigan.gov/scm](http://www.michigan.gov/scm). Send questions regarding this field to [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

**Programming edits:** When the LEA, PSA, or ISD code is invalid or blank, a fatal error will be reported. The individual who uploads a file must be the authorized user for the LEA, PSA, or ISD number that is submitted in the uploaded file or a fatal error will be reported.

**Field 4: Last Name**

**Submission: December 1 & June 30**

This field is submitted for all personnel with assignment codes between "00000" and "99900".

This is the staff member's last name. When submitting data via the REP Single Submission Online Application, spaces and punctuation marks are not permitted. This change does not apply to Bulk Upload Files. Spacing and punctuation marks are permitted in the Bulk Upload files but will be stripped out prior to data loading to the MEIS Warehouse. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor who would be recorded for any employee.

**Vacant positions:** In order to track vacant funded positions, or for positions created since the previous school year and not yet filled, the **last** name should say "VACANT."

**Programming edits:** If this field is left blank, a fatal error will be reported. If Field 12: Funded Position Status has a value of "1", Field 4 must be reported as "VACANT" or a fatal error will be reported.

**Field 5: First Name****Submission: December 1 & June 30**

This field is submitted for all personnel with assignment codes between "00000" and "99900".

This is the employee's first name. When submitting data via the REP Single Submission Online Application, spaces and punctuation marks are not permitted. This change does not apply to Bulk Upload Files. Spaces and punctuation marks are permitted, but will be stripped out prior to data loading to the MEIS Warehouse. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor who would be recorded for an employee on staff.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter the staff member as a vacant position.

**Vacant positions:** In order to track vacant funded positions, or for positions created since the previous school year and not yet filled, the **first** name should say "FUNDED."

**Programming edits:** If this field is left blank, a fatal error will be reported. If Field 12: Funded Position Status has a value of "1", Field 5 must be reported as "FUNDED" or a fatal error will be reported.

**Field 6: Middle Name****Submission: December 1 & June 30**

This field is submitted for all personnel with assignment codes between "00000" and "99900".

This is the employee's middle name (when applicable). When submitting data via the REP Single Submission Online Application, spaces and punctuation marks are not permitted. This change does not apply to Bulk Upload Files. Spaces and punctuation marks are permitted but will be stripped out prior to data loading to the MEIS Warehouse. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor who would be recorded for an employee on staff.

**Programming edits:** Blanks accepted. If Field 12: Funded Position Status has a value of "1", Field 6 must be blank.

**NOTE:** Field 7: Social Security Number OR Field 8: Credential License Number must be filled out for all personnel with assignment numbers between "00000" and "00599".

**Field 7: Social Security Number****Submission: December 1 & June 30**

This field or Field 8: Social Security Number must be submitted for all personnel with assignment codes between "00000" and "00599". This field is also required for assignment codes "70000" through "99900".

This field provides the official identification of each employee. The Social Security number must be reported without hyphens or spaces, e.g. 333-22-4444 would be entered as 333224444. This field must have a value if the position is vacant.

**Vacant positions:** In order to track vacant funded positions:

The number should be assigned in ascending sequence by the district beginning with the district number (NNNNN), followed by four additional numbers (NNNN). For example: Detroit Public Schools (82010) would use a number such as "820100001" for the first vacant position, followed by "820100002" for the next vacant position.

**Programming edits:** If this field and Field 8: Credential License Number are blank for assignment codes with numbers between "00000" and "00599", a fatal error will be reported. This field must be reported for assignment codes "70000" through "99900", or a fatal error will be reported. If Field 12: Funded Position Status has a value of "1", the first five digits of this field must be the District Number or a fatal error will be reported. (See Field 7 in the REP Data Field Descriptions for information regarding the creation of a number for the reporting of vacant positions.)

**Note: Corrections to the birthdate must be made via the REP Online Single Submission**

**Application.** Corrections to previously submitted data such as name, gender, Social Security number, or credential number may be made through the REP Online Single Submission application or through the Bulk Upload Application. For districts that use the REP Online Single Submission, the corrections may be made when updating the record. For districts that use the Bulk Upload Application, the PIC number must be used if corrections are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

#### **Field 8: Credential License Number**

**Submission: December 1 & June 30**

This field applies to assignment codes with numbers between "00000" and "00599".

**Definition:** For assignment codes "00000" and "00599", either this field or Field 7: Social Security Number must have a value. This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position. The Office of Professional Preparation Services at the Michigan Department of Education now issues credential numbers with varying lengths. The old five-digit numbers are frequently incorporated into the new numbers. Two methods are available for you to obtain the new credential numbers as explained below:

If the credential license number is less than 15 digits, left-justify and pad with blanks to the right of the credential number. This field is left blank when the following exists:

- For staff members with pending credentials, Field 17: Type of Credential must be coded "02".
- For staff members with assignment codes between "00310" and "00406" who are not required to hold a credential for the position, Field 17: Type of Credential may be coded "00". For staff members with assignment codes between "00310" and "00406" who are required to hold a credential, report the appropriate credential type in Field 17. If a staff member has a split FTE assignment where a credential is required for one assignment but not the other, the credential should be reported.
- For staff members with life, permanent, or continuing certificates without a credential number, Field 17: Type of Credential must be coded "01, 05, 08, 23, 24, 25, 26, 40, 41, 42, 43, or 55".

To obtain teacher credential numbers:

1. **Credential Data Exchange (CDX):** The CDX is available through your REP account on the MEIS. The CDX allows you to upload specific data about your teachers and receive the credential data in return. You will then be provided a list of the credentials held by individual teachers. Complete information about the CDX and submission requirements is available at the REP Web site, located at <https://cepi.state.mi.us/REP/index.aspx>.

- The credential numbers may be obtained online through the Office of Professional Preparation Services' Teacher Verification Web site, located at <https://mdoe.state.mi.us/teachercert/>. You can obtain an individual's credential number by supplying the teacher's name on the Web site. You will then be given a list of all the credentials held by the individual.
- Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) to obtain credential numbers when you cannot obtain the numbers through either the CDX or the online Teacher Verification Web site.

**Programming edits:** If this field and Field 7: Social Security Number are blank for assignment codes with numbers between "00000" and "00599", a fatal error will be reported. If the credential license number is not a valid number in the Teacher Certification Database (License 2000), a fatal error will be reported.

### Field 13: Date of Birth

**Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "00000" and "99900".

This is the date of birth of the staff member employed in the district. For vacant positions created since the previous school year and not yet filled, leave this field blank.

**Programming edits:** If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported unless Field 12: Funded Position Status uses code "1" (i.e., vacant). If "1" is reported in Field 12: Funded Position Status, this field must be left blank. The date of birth cannot be greater than 90 years prior to July 1 of the submission year and cannot be earlier than 14 years from July 1 of the submission year, or a fatal error will be reported. The date of birth cannot be equal to, after, or within 14 years of the date of hire, or a fatal error will be reported. The date of birth must be prior to the date of hire.

## Measurement Data

Fields 9, 11, 14, 15, 20, 21, 22, 23, 25, 26, 28

Measurement Data	
(14) Gender: <input type="text"/>	(15) Racial/Ethnic Category
(9) Date of Hire (mm/dd/yyyy): <input type="text"/> / <input type="text"/> / <input type="text"/>	American Indian or Alaska Native: <input type="text"/>
(26) Date of Termination (mm/dd/yyyy): <input type="text"/> / <input type="text"/> / <input type="text"/>	Asian American: <input type="text"/>
(25) Employment Status: <input type="text"/> ...	Black or African American: <input type="text"/>
(28) Annual Salary: <input type="text"/>	Native Hawaiian or Other Pacific Islander: <input type="text"/>
	White: <input type="text"/>
	Hispanic or Latino: <input type="text"/>
	(11) Title I and Title II, Part A Teachers: <input type="text"/> ...

### Field 9: Date of Hire

**Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "00000" and "99900".

This field identifies the initial date of hire for the staff member within the district. A change in position in the district does not change the initial hire date. If a staff member terminates and is re-employed at a later date, a new hire date would be established for that individual. For vacant funded positions (vacancy created since the previous school year and not yet filled), leave this field blank.

**Programming edits:** If the field is left blank or not a valid date, a fatal error will be reported, unless Field 12: Funded Position Status uses code "1" (i.e., vacant). The date of hire must be prior to the

submission date, or a fatal error will be reported. The date of hire cannot be equal to or within 14 years of the date of birth, or a fatal error will be reported.

### **Field 11: Title I and Title II, Part A, Teachers**

This field applies to assignment codes "000AX" through "00599". This field must be left blank for assignment codes "80000" through "99900".

This field identifies the teachers funded by Title I, Part A, who teach core academic subjects in a Title I targeted assistance program or who teach core academic subjects in a Title I and Title II, Part A, schoolwide program. See pages 28 and 29 of the EOY 2006 Data Field Descriptions for more information regarding core academic subjects. Core academic subjects are identified by a double asterisk (\*\*). See pages 48 and 49 for additional information about Field 11.

Districts are to select from the following codes for those teachers who are funded by Title I, Part A and Title II, Part A:

Code	Category
000	None
001	Title I Targeted Assistance Program (TAS)
002	Title I Schoolwide Program (SWP)
003	Title II, Part A, Class Size Reduction
004	Title I TAS and SWP
005	Title I TAS and Title II, Part A, Class Reduction
006	Title I SWP and Title II, Part A, Class Reduction

### **Field 14: Gender Code**

**Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "00000" and "99900".

This is the gender of the staff member employed in the district. For vacant positions created since the previous school year and not yet filled, leave this field blank.

**Programming edits:** If the code is invalid or blank, a fatal error will be reported, unless Field 12: Funded Position Status uses code "1" (i.e., vacant). If a "1" is reported in Field 12: Funded Position Status, this field must be left blank or a fatal error will be reported.

### **Field 15: Racial/Ethnic Code**

**Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "00000" and "99900".

This is the race/ethnicity of the staff member employed by the district. The primary racial/ethnic choice is represented with a "1", the second choice is a "2", the third a "3", the fourth a "4", the fifth a "5", and the sixth a "6". Type the number in the appropriate box(es) for the data for each employee.

Identify the race/ethnicity of the staff member. An individual may self-select one or more of the following codes as primary and/or secondary choices. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Refer to Field 16: Racial/Ethnic Code, in the Data Field Descriptions for more information about the race/ethnicity selections.

**Programming edits:** If the code is invalid or blank, a fatal error will be reported, unless Field 12: Funded Position Status uses code "1" (i.e., vacant). If a "1" is submitted in Field 12: Funded Position Status, this field must be left blank, or a fatal error will be reported. At least one of the six digits must be a "1" or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

**Fields 20-23 are reserved fields and not in use at this time.**

**Field 25: Employment Status**

**Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "00000" and "99900".

This field identifies the employment status of each employee. Report the appropriate code that identifies the status of the employee. Vacant positions must use code "00". Report code "99" for returning employees, new non-instructional employees, new (to the district) experienced teachers, substitutes or contractors, or employees on leave. Report Code "97" or "98" for new teachers in their first three years in the teaching profession. Refer to the REP Data Field Descriptions for a complete list of current codes. If Field 26: Date of Termination is reported, Field 25 must be reported.

**Programming edits:** This field must have a valid value. If an invalid code is reported or this field is left blank, a fatal error will be reported. If codes "01" – "19" are used, Field 26 must have a date. If "00" is reported in this field, Field 12: Funded Position Status must have a value of "1", or a fatal error will be reported.

**Field 26: Date of Termination/Separation of Employment: Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "00000" and "99900".

This is the date of termination of the staff member. Report all fields appropriate for the assignment code reported in Field 10. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Terminations should be reported during the cycle in which the termination occurs. For example, if an employee terminates on November 1, report the termination in the December submission. If an employee terminates on February 1, report the termination in the June submission.

**Programming edits:** If the date submitted is not a valid date, a fatal error will be reported. If a date is submitted, then a code in Field 25: Employment Status must be between codes "00" through "19". Field 10 must be reported when a date is submitted in this field, or a fatal error will be reported. The termination date must be on or prior to the submission date. The termination date cannot be prior to the hire date.

**Field 28: Annual Salary**

**Submission: December 1 & June 30**

Both Field 10 (hourly wage) and Field 28: Annual Salary must have a value, or a fatal error will be reported. If the annual salary is reported in Field 28, either the hourly wage or zeros must be reported in Field 10. The annual salary is the sum of the base salary (according to Schedule A or a basic contract) and longevity payments (if applicable). For teachers, this includes all instructional days, mandatory workdays, and mandatory, paid professional development days. For administrators, this includes all mandatory contractual days (according to Schedule A or a basic contract including longevity). This includes paid vacation days and paid holidays.

**Programming edits:** Districts may submit both the hourly and annual salaries. Both fields must have a value. If the annual salary is reported in this field, the hourly wage in Field 10 must be submitted with either the hourly wage or zeros or a fatal error will be reported. If no value is entered, a fatal error will be reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field 12: Funded Position Status uses a code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and the annual salary in Field 28, or a fatal error will be reported.

If Field 12: Funded Position Status has a value of "1", the annual salary in Field 28 and the hourly wage in Field 10 must be zeros, or a fatal error will be reported.



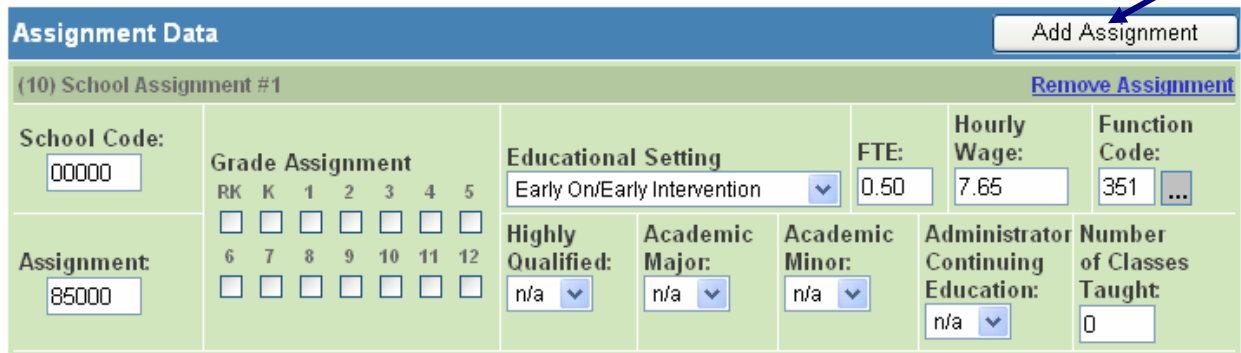
## Assignment Data - Field 10

### New Feature for EOY 2006 Submission

Field 10 has two new features to assist with data submission:

1. Add assignment
2. Remove Assignment

Only those assignments reported will appear on the submission screen. The blank assignment sections have been removed from the submission screen. To add multiple assignments, click on "Add Assignment" for each additional assignment for an individual employee. To remove an assignment, click on "Remove Assignment".



The screenshot shows the 'Assignment Data' form. At the top right, there is a button labeled 'Add Assignment'. Below the form header, on the right side, there is a link labeled 'Remove Assignment'. A blue box with the text 'Click here.' has two arrows pointing to these buttons. The form itself contains several input fields and dropdown menus for data entry.

Assignment Data									
(10) School Assignment #1									
School Code: 00000	Grade Assignment RK K 1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					Educational Setting Early On/Early Intervention	FTE: 0.50	Hourly Wage: 7.65	Function Code: 351 ...
Assignment: 85000	6 7 8 9 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Highly Qualified: n/a	Academic Major: n/a	Academic Minor: n/a	Administrator Continuing Education: n/a	Number of Classes Taught: 0			

### **Field 10: School Assignment by Grade, FTE, Wage, Accounting Code, Highly Qualified, Academic Major, Academic Minor, Administrator Continuing Education and Number of Classes Taught**

**Submission: December 1 & June 30**

This field applies to assignment codes with numbers between "00000" through "99900".

Report the school/facility where the staff member is employed by assignment, grade level, FTE, wage, accounting function code, highly qualified status, academic major, academic minor, administrator continuing education and number of classes taught as appropriate for the assignment code. ~~This field is repeated~~ District may submit up to nine assignment codes for an employee, with the employee's primary position (i.e., greatest FTE) reported in the first position. Most staff members have one or two assignment codes. If more than one assignment is reported, all sections (assignment, grade level, FTE, wage, etc.) must be reported for each.

This field includes the following (programming edits appear at the end of this section):

**School** – These codes are the state-assigned numbers in the official School Code Master. This is the school where the staff member is assigned. For a complete definition of a school, refer to the REP Data Descriptions, Field 10. For information regarding a school code number go to the School Code Master Web site at <http://www.michigan.gov/scm>.

**Assignment** – (Teachers: Assignment Codes "000AX" through "00599") These five-digit codes are used for the instructional teaching staff member of the school. Use assignment codes for the teachers in general education, special education, or career and technical education, as specified in the REP Data Field Descriptions in Field 10.

**Assignment – (Administrators, Paraprofessionals and Noninstructional staff members: Assignment Codes "70000" through "99900")** These five-digit codes are used for all the noninstructional and administrative staff members of the school. The assignment code for the administrative staff members ("70000" through "79999") includes a two-digit number for the Title (NN), one digit for the Level (N), and a two-digit number for the Function (NN). The assignment codes for the paraprofessionals ("80000" through "81300") and the non-instructional staff members ("81500" through "99900") are selected based upon position classification or major responsibility of the position description. These codes are specified in Field 10 of the REP Data Field Descriptions.

**Current Grade Assignment** – Report the grade level or educational setting for the assignment of the staff member. Whenever possible report the grade level for the staff member. If the staff member is working in an unspecified grade, report an educational setting. Refer to the REP Data Field Descriptions for a specific breakdown of the grade levels and educational settings.

**FTE (Full Time Equivalency)** – Report the FTE of all staff members being employed in the school district. This refers to the amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position. ~~Noninstructional staff members (assignment codes "81500" through "99900") working less than 0.5 FTE do not need to be reported.~~ All instructional staff members (assignment codes "00000" through ~~"99900"~~ "81300") must be reported regardless of the FTE. If a position is vacant, report the FTE being sought for that position. Refer to the REP Data Field Descriptions for detailed information regarding FTE.

**Hourly Wage** – Report the hourly wage of the employee. If the salary includes an index or stipend that is part of the hourly rate, include it in the base salary. Do not include compensation for extracurricular activities. For vacant positions, report zeros as the wage. For salaried employees, an annual salary may be reported in Field 28: Annual Salary. However, if an annual salary is reported, zeros must be reported for the hourly wage. If an annual salary is reported, zeros must be reported for the hourly wage in Field 10.

Districts may submit both the hourly wage and/or the annual salary for all employees. Both fields must have a value, or a fatal error will be reported. The hourly wage cannot exceed \$999.99; the annual salary cannot exceed \$300,000. When Field 12: Funded Position Status uses code "1" for a vacant position, report zeros in both the hourly wage in Field 10 and the annual salary in Field 28.

**Accounting/Function Code** – Enter the appropriate code as determined for accounting purposes for each position in a given school district. See the REP Data Field Descriptions for a listing of the specific accounting/function codes that are to be used. For more detailed information please reference the Michigan School Accounting Manual that can be located at <http://www.michigan.gov/mde/> under the office of State Aid and School Finance. The Michigan School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of transactions for Michigan public school districts. Refer to the REP Data Field Descriptions for more information.

**Highly Qualified Status (Online Application)** – Using the drop-down menu, select "Yes", "No", or "N/A" for staff members with position assignment codes "000AX" through "00599". (See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the core academic subject area assignment codes that must be reported with a "Yes" or "No". Review the requirements for reporting of highly qualified status for assignment codes "80000" through "81300" (instructional paraprofessionals).

**Highly Qualified Status (Bulk Upload Application)** – Report "1" (Yes), "2" (No) or "0" (N/A) when reporting the core academic instructional staff members or the instructional paraprofessionals. (See

Assignments to General Education, in Field 10 of the REP Data Field Descriptions for a listing of the core academic assignment codes that must be reported with a Yes or No for highly qualified status.)

**Academic Major -- (Online Application)** Using the drop-down menu, select "Yes", "No", or "N/A" for staff members with position assignment codes "000AX" through "00599", indicated as core academic instructional staff members as defined in NCLB. (See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the assignment codes that must be reported with a "Yes" or "No" for academic major.) **(Bulk Upload Application)** Use "1" (Yes), "2" (No) or "0" (N/A) when reporting academic major.

**Academic Minor -- (Online Application)** Using the drop-down menu, select "Yes", "No", or "N/A" for staff members with position assignment codes "000AX" through "00599", indicated as core academic instructional staff members as defined in NCLB. (See Assignments to General Education, in Field 10 of the REP Data Field Descriptions for a listing of those assignment codes that must be reported with a "Yes" or "No" for academic minor.) **(Bulk Upload Application)** Use "1" (Yes), "2" (No) or "0" (N/A) when reporting academic minor.

**Administrator Continuing Education -- (Online Application)** Using the drop-down menu, select "Yes", "No", or "N/A" for administrator position assignment codes "70000" through "79999", as explained in the REP Data Field Descriptions in Field 10 under Assignments to Administration. **(Bulk Upload Application)** Use "1" (Yes), "2" (No) or "0" (N/A) when reporting the administrator continuing education requirement.

**Number of Classes Taught** For staff members with assignment codes "000AX" through "000ZZ", report the number of classes taught for each core academic assignment code reported in Field 10. For non-core academic assignment codes and assignment codes "00500" through "00599" and "70000" through "99900", report a "0" in this position.

~~**Reserved** -- Report an "N/A" in the Online Application; report a "0" in the Bulk Upload Application. A box will appear in the Online Application for the reserved field.~~

### **Programming edits for Field 10: School Assignment by Grade, FTE, Wage, Accounting Code, Highly Qualified, Academic Major, Academic Minor, Administrator Continuing Education and Number of Classes Taught**

Field 10 must be submitted for each employee or vacant position, or a fatal error will be reported.

**Programming edits:** Field 10 must be submitted when reporting the termination of an employee in Field 25: Employment Status (codes "00" through "19") and Field 26: Date of Termination. When reporting a Vacant Funded Position in Field 12: Funded Position Status, Field 10 must be reported; each section of position one must have a value.

The following programming edits are applicable when a position assignment code is submitted:

*School Assignment:* When a school/facility code is invalid, blank, or not in the School Code Master, a fatal error will be reported. For staff members submitted in a closed building, the close date of the building in the School Code Master cannot be prior to July 1 of the current submission year, or a fatal error will be reported.

*Position Assignment:* When a position assignment code is invalid (not included in the official list of position assignment codes in Field 10) or is left blank, a fatal error will be reported. If a "4" or "5" is reported in Field 12: Funded Position Status for position assignment codes with numbers between "00000" and "00599", Code "11", "12", "13" or "53" or the appropriate credential type for a credentialed employee must be reported in Field 17: Type of Credential. The position assignment code must be a valid code as listed in the field descriptions in Field 10, or a fatal error will be reported.

*Fields 1-5, 9-10, 16, 25 and 28 must be reported for all staff members. Position assignment codes are reported for remaining fields as follows:*

If the position assignment code is between "00000" and "00599", then Field 7: Social Security or Field 8: Credential License Number, Field 12: Funded Position Status, Field 17: Type of Credential, Field 18: Credential Issue Date, Field 19: Credential Expiration Date (when required for credential type), Field 24: Professional Development, and Field 29: Michigan Sponsoring Institution or Field 30: Non-Michigan Sponsoring Institution (Fields 29 & 30 are required for new teachers only) are required, or a fatal error will be reported.

If the position assignment code is between "70000" and "79999", then Field 12: Funded Position Status: Funded Position, Field 17: Type of Credential, and Field 24: Professional Development are required, or a fatal error will be reported.

If the position assignment code is between "80000" and "99900", then Field 17: Type of Credential must be submitted with zeros, or a fatal error will be reported. Field 12: Funded Position Status must be left blank, or a fatal error will be reported.

*Grade Assignment:* When the grade level and educational setting are incorrect or blank for an employee (position assignment codes with numbers between "00000" and "99900"), a fatal error will be reported. If both a grade level and an educational setting are submitted, a fatal error will be reported.

*FTE:* If the FTE is left blank or is less than 0.00, a fatal error will be reported. If the FTE is greater than 2.0, a fatal error will be reported.

*Wage:* Districts may submit both the hourly wage and annual salary, if desired. Both fields must have a value. If the hourly wage is reported in this field, Field 28: Annual Salary must have either the annual salary or zeros, or a fatal error will be reported. If no value is entered, a fatal error will be reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field 12: Funded Position Status uses code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and Field 28: Annual Salary, or a fatal error will be reported.

*Accounting/Function Code:* When the accounting function code is invalid (not included in the official list of accounting/function codes as listed in the Data Field Descriptions for the current submission) or left blank, a fatal error will be reported. Accounting/function codes "111" through "135" may only be submitted for position assignment codes ""00000"" through "00599", codes "94100" and "80000" through "81300", or a fatal error will be reported.

*NOTE:* This field must be reported if codes "01"-"19" are used in Field 25: Employment Status, and a termination date is given in Field 26: Date of Termination.

*Highly Qualified Status:* A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for a required position assignment code between "00000" and "00599" (core academic instructional staff members as defined in NCLB, see Assignments to General Education). For position assignment codes that are not required to be reported for highly qualified status, report "0" (N/A) in this position.

*Academic Major:* A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for a required position assignment code between "00000" and "00599" (core academic instructional staff members as defined in NCLB, see Assignments to General Education). For position assignment codes that are not required to be reported for highly qualified status, report "0" (N/A) in this position.

*Academic Minor:* A fatal error is reported if a "1" (yes) or "2" (no) is not reported for a required position assignment code between "00000" and "00599" (core academic instructional staff members as defined in

NCLB, see Assignments to General Education). For position assignment codes that are not required to be reported for highly qualified status, report "0" (N/A) in this position.

*Administrator Continuing Education:* A fatal error is reported if a "1" (yes) or "2" (no) is not reported for a required position assignment code between "70000" and "79999" (See Administrative Position assignment codes for specific position assignment codes to be reported.) For position assignment codes that are not required to be reported for administrator continuing education, report "0" (N/A) in this position.

*Number of Classes Taught:* For assignment codes "000AX" through "000ZZ", a fatal error is reported if this position does not contain a value from "1" to "9" for the identified core academic subject area assignment codes. All other assignment codes must be submitted with a code of "0", or a fatal error is reported.

*Reserved5:* A fatal error is reported if this position does not contain a "0" (bulk upload) or a "N/A" (Online Application).

## Credential Status

### Fields 12, 16, 17, 18, 19, 29, and 30

Credential Data		
(12) Funded Position Status: <input type="text"/> ...		
(17) Type of Credential: <input type="text"/> ...	(18) Credential Date of Issue: <input type="text"/> / <input type="text"/> / <input type="text"/>	(19) Credential Date of Expiration: <input type="text"/> / <input type="text"/> / <input type="text"/>
(16) Highest Education Level: <input type="text"/> ...	(29) Michigan Institution Code: <input type="text"/> ...	(30) Non-Michigan Institution Code: <input type="text"/> ...

#### Field 12: Funded Position Status

**Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "00000" and "79999".

This field identifies the vacant positions that are either filled by approved substitutes or that remain unfilled. Use Code "9" for a regular, filled position.

- 1 Vacant, funded, open position, no one assigned
- 2 Vacant, funded, open position, outside contractor assigned
- 3 Funded, employee on loan or leave, no one assigned
- 4 Funded, employee on loan or leave, filled by temporary employee
- 5 Vacant, funded, open position, filled by temporary employee
- 6 Funded, employee on loan or leave, outside contractor assigned
- 9 Filled position, regular

**Definition:** This field identifies the status of positions that are either filled by permanent employees, approved substitutes or outside contractors, or that remain unfilled. This field applies to assignment codes with numbers between "00000" and "79999".

**Programming edits:** This field must have a value for assignment codes "00000" through "79999", or a fatal error will be reported. If a value is not submitted, an error will be reported. If "1" is reported in this field, Field 25: Employment Status must use "00". If "2", "3", "4", "5" or "6" is reported in this field, Field 25 must use "99". For assignment codes "80000" through "99900", this field must be left blank, or a fatal error will be reported, unless the position is submitted as a vacant position or on leave.

**Note: Vacant positions.** After each end-of-year submission (June 30), vacant funded positions will be expired and will not be repopulated for the fall submission.

**Field 16: Highest Degree**

**Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "00000" and "99900".

This is the highest degree earned by the staff member being employed. For vacant positions created since the previous school year and not yet filled, use code "00".

- 00 None
- 01 High School Diploma or its equivalent
- 02 Associate's Degree
- 03 Bachelor's Degree
- 04 Master's Degree
- 05 Specialist's Degree
- 06 Doctoral Degree
- 07 Juris Doctorate
- 08 Medical Degree
- 09 Other License, Credential, or Professional Degree
- 10 Obtained Paraprofessional Quality Standard on State Academic Assessment; Successful Completion of Work Keys Assessment

**Programming edits:** This field must have a value. If the code is out of range or the field is left blank, a fatal error will be reported. If Field 12: Funded Position Status has a value of "1", this field should be reported with code "00".

**Field 17: Type of Credential**

**Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "00000" and "99900".

This is the type of credential held by the employee. If the position is one that requires a specific credential (assignment codes "00000" through "00599"), this field must be reported. If the staff member has two credentials (for example, general education and vocational), report the certificate that matches his/her reported position. If the credential has expired and an application for a new credential is in process, enter the credential pending status code "02". For vacant positions created since the previous school year and not yet filled, leave this field blank.

- 00 Credential not required (e.g., Assignment codes "70000" – "99900", School Social Worker, Administrator, Physical Therapist)
- 01 Life
- 02 Pending
- 03 Elementary Provisional
- 04 Elementary Professional
- 05 Elementary Permanent
- 06 Secondary Provisional
- 07 Secondary Professional
- 08 Secondary Permanent
- 09 Two-Year Provisional Certificate
- 11 Permit, full-year
- 12 Permit, emergency
- 13 Permit, Section 1233b
- 14 Permit, 150 day (day-to-day sub)
- 15 Temporary Teacher Employment Authorization (one year)
- 16 Temporary School Counselor Authorization
- 17 Preliminary School Counselor Guidance Authorization
- 18 School Guidance Counselor License
- 21 Dual, provisional
- 22 Dual, professional
- 23 Dual, 18-hour continuing
- 24 Dual, 30-hour continuing

- 25 Dual, permanent
- 26 Dual, life
- 40 Elementary Continuing (30 hour)
- 41 Secondary Continuing (30 hour)
- 42 Elementary Continuing (18 hour)
- 43 Secondary Continuing (18 hour)
- 50 School Nurse Certificate (Interim)
- 51 School Nurse Certificate (Standard)
- 52 School Nurse Certificate (Professional)
- 53 Vocational Annual Authorization
- 54 Vocational Temporary Authorization
- 55 Vocational Full Authorization
- 60 Administrator Certificate
- 61 School Psychologist Certificate
- 62 Preliminary School Psychologist Certificate
- 63 Occupational Education
- 70 Special Education, Approval
- 71 Special Education, Emergency Approval
- 72 Certificate of Clinical Competency, Approval
- 80 Vocational Annual Authorization – Credit Track
- 81 Vocational Annual Authorization – Adult Education
- 82 Vocational Annual Authorization – Day-to-Day Substitute
- 83 Vocational Annual Authorization – Less than Class Size
- 84 Vocational Annual Authorization – Long-Term Substitute
- 85 Vocational Annual Authorization – Renewal

**Programming edits:** This field must have a value. If an invalid code is used or this field is left blank for assignment codes with numbers between "00000" and "99900", a fatal error will be reported. For staff members with assignment codes between "00310" and "00406" who are not required to hold a credential for the position, Field 17 must be coded "00." Field 17 must be reported with the appropriate credential type when a credential is required for the position.

For assignment codes with numbers between "00000" and "00599" (with the exception of codes "00310" through "00406"), code "00" (Credential Not Required) cannot be reported unless code "1" (i.e., vacant) is reported in Field 12: Funded Position Status.

### Field 18: Date Credential Issued

**Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "00000" and "00599".

This is the date that the staff member's credential, permit, approval or authorization was issued. For vacant positions created since the previous school year and not yet filled, leave this field blank.

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

- |             |              |
|-------------|--------------|
| 01 January  | 07 July      |
| 02 February | 08 August    |
| 03 March    | 09 September |
| 04 April    | 10 October   |
| 05 May      | 11 November  |
| 06 June     | 12 December  |

**Programming edits:** If the field is left blank for assignment codes with numbers between "00000" and "00599", a fatal error will be reported, unless the Field 12: Funded Position Status uses code "1" (i.e., vacant), or when Field 17: Type of Credential uses code "00" or "02". The issue date must be after the date of birth and cannot be after the submission date.



**Field 19: Date of Expiration of Credential-Submission: December 1 & June 30**

This field applies to all employees with assignment codes between "00000" and "00599".

This is the expiration date of the staff member's certificate. Most certificate types in Field 17: Types of Credential must have an expiration date that is later than the end of the previous academic year. The only certificate types that do not have expiration dates are: "00, 01, 02, 05, 08, 23-26, 40-43, 52, 55, 70, and 72". For certificates without an expiration date, this field can be left blank. For vacant positions created since the previous school year and not yet filled, leave this field blank.

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Programming edits:** An expiration date must be reported for all certificates, approvals, and permits except types "00, 01, 02, 05, 08, 23, 24, 25, 26, 40, 41, 42, 43, 52, 55, 70, and 72". If an expiration date is not given for those required, a fatal error will be reported, unless the Field 12: Funded Position Status uses code "1" (i.e., vacant). The date of expiration cannot be before the date of issuance.

**Field 29: Michigan Sponsoring Institution – New Teachers Only****Field 30: Non-Michigan Sponsoring Institution – New Teachers Only**

Districts are required to submit either Field 29 or Field 30 for teachers in their first three years of employment in the profession of teaching. Either Field 29 or Field 30 must be reported for assignment codes "00000" through "00599" when a code of "98" (new teacher) is reported in Field 25: Employment Status. Reporting of this field is optional for staff members with assignment codes "00000" through "00599" who are not in their first three years of employment in the profession of teaching. Report the six-digit code in Field 29 or the valid two-digit code for Field 30 for the institution that recommended the teacher for the initial certification (provisional certificate or temporary vocational authorization). Refer to the current submission cycle version of the REP Data Field Descriptions on the CEPI Web site for a complete listing of the valid codes for these fields at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services," and then on "Registry of Educational Personnel."

**Professional Development Hours**

Professional Development Data			
(24) Hours of Professional Development			
School Improvement Plan: <input type="text"/>	Mentoring: <input type="text"/>	Workshops or Conferences: <input type="text"/>	Coursework: <input type="text"/>
Highly Qualified Status: <input type="text"/>	State-level or Institution of Higher Education Content: <input type="text"/>	Virtual Learning: <input type="text"/>	Administrator Continuing Education: <input type="text"/>

**Field 24: Hours of Professional Development****Submission: June 30**

This field applies to assignment codes with numbers between "00000" and "79999".



**NOTE:** For specific information regarding the professional development categories, refer to the Data Field Descriptions – Field 24: Hours of Professional Development.

**Definition:** Indicate the number of hours by the type(s) of professional development in which this employee participated during the school year (July 1 to June 30). For vacant positions created since the previous school year and not yet filled, leave this field blank. For teachers, this field is used to determine to what extent the employee has engaged in district-supported as well as independent professional development, including that specified within Section 380.1526 and/or 380.1527 of the Michigan Compiled Laws (MCL). For administrators, this field is used to determine to what extent the administrator has engaged in professional development as required by Section 380.1246 of the MCL. Professional development information as it relates to highly qualified teachers and principals is needed in part to document Michigan's progress toward high standards as defined by the *No Child Left Behind of 2001*. Consider ongoing, structured and documented professional learning opportunities such as curriculum development, peer coaching, technology training, analyzing student work, online learning, learning to work with parents and small collegial study groups. Include in these hours time devoted to follow-up of previous professional development. If a professional learning opportunity falls into two categories, choose the primary one.

For information on:

Section 1526, contact Bonnie Rockafellow at 517-373-7861 ([RockafellowB@michigan.gov](mailto:RockafellowB@michigan.gov)).

Section 1527, contact Cheryl L. Poole at 517-241-4546 ([PooleCL@michigan.gov](mailto:PooleCL@michigan.gov)).

Further professional development information can be found at [www.michigan.gov/mde](http://www.michigan.gov/mde), under the Office of Professional Preparation Services.

**Programming Edits:** This field must have a value for assignment codes "00000" through "79999", or a fatal error will be reported. If no professional development was completed or required, enter zeros. For any professional development category (eight categories) that is not reported with specific hours, report zeros. Reserve category 9 must be submitted with zeros, or a fatal error will be reported.

## Field 27: Personnel Identification Code (PIC)

The PIC is produced by the Michigan Education Information System (MEIS). The PIC appears at the top of the online submission screen for records that were previously submitted. For new record submissions, the PIC will be assigned when the record is saved. (Although not required, it is recommended that this field be submitted in the Bulk Upload process to ensure the validity of the record.)

**Programming edits:** Before entering the PIC, verify that the Social Security number or credential number, last name, first name, and date of birth are valid, or a fatal error will be reported. If the PIC is submitted, and the last name, first name, date of birth, and gender do not match what is currently in the database, a fatal error will be reported.

**REP Personnel Submitted**

**Icon Legend**

✓ Personnel record updated for the submission cycle.

✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your district and there is a green check mark (✓) next to each personnel record, your REP submission is complete. Your submission is not considered complete if any records show a red ✗ (✗).

**Any School District**

Records updated for this submission cycle:
1

Records not updated for this submission cycle:
0

The following report lists the personnel that your district has submitted to the REP. During each submission cycle of the REP, your district must update each record as well as enter any new personnel employed by your district.

To learn how to update a personnel record, read the [instructions](#).

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
✓	237914	Jones	Jack	A	9/22/1958	M

PIC

**REP Single Submission**

PIC: 0

PIC

Employee Data		
(1) Date of Count: 12/09/2005	(2) ISD/ESA: 23	(3) District: 23090
(5) First Name: <input style="width: 100%;" type="text"/>		
(6) Middle Name: <input style="width: 100%;" type="text"/>		
(4) Last Name: <input style="width: 100%;" type="text"/>		
(13) Date of Birth (mm/dd/yyyy): <input style="width: 30%;" type="text"/> / <input style="width: 30%;" type="text"/> / <input style="width: 30%;" type="text"/>	(7) SSN (xxxggyzzzz): <input style="width: 100%;" type="text"/>	(8) Credential License Number: <input style="width: 100%;" type="text"/>

## Saving a Record/Updating a Record

After all data are entered for a record, click on "Submit REP Data for this Employee." The data will then be error-checked and either:

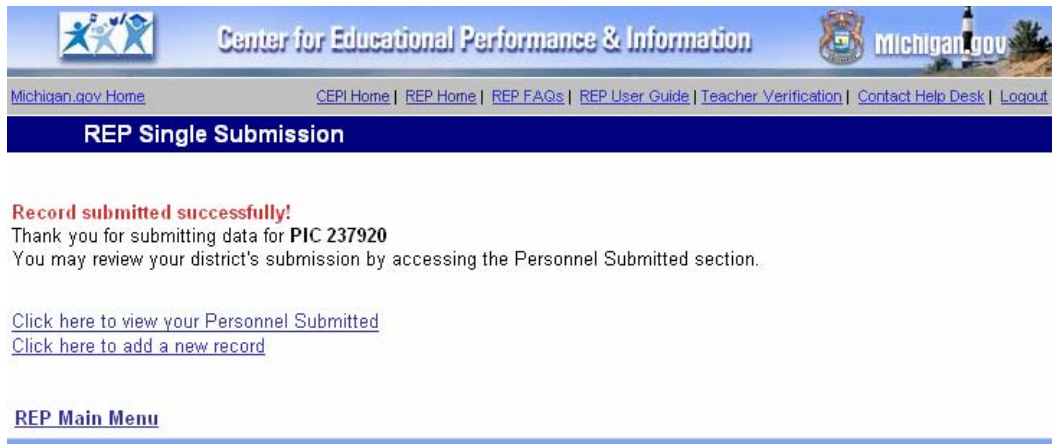
- 1) Saved as a valid record;
- OR
- 2) Reported with an error message(s).



[REP Main Menu](#)

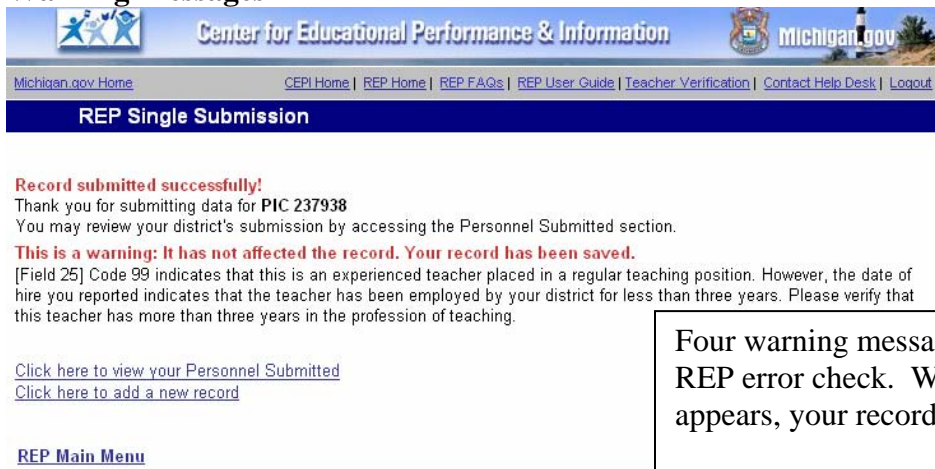
## Saved as Valid Record

If the data entered produces a valid record, the following screen will appear:



You may either click on [Click here to View your Personnel Submitted](#) to view a listing of all of your district's personnel previously submitted, click on [Click here to add a new record](#), or click on [REP Main Menu](#) to return to the main menu for other options.

## Warning Messages



Four warning messages have been added to the REP error check. When a warning message appears, your record will still be saved.

## Warning Messages

### Field 10 - School Code or School Assignment

At least one of the school/facility codes reported for (first name, last name) is foreign to the district number of the authorized user. The staff member was reported in (school/facility code, district name, district code). Please verify that this staff member does work in the school/facility reported.

### Field 15 - Racial/Ethnic

The racial/ethnic code reported for this employee is different from the code reported for this employee in a prior submission. Please verify that the racial/ethnic code reported is valid for this employee.

### Field 25 – Employment Status: Code 97 New Teacher

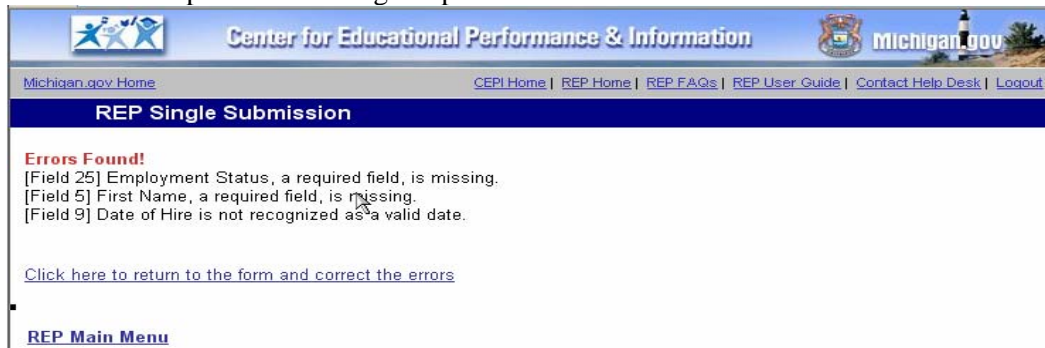
Code 97 indicates that this teacher is in his/her first three years of employment in the profession of teaching. However, the date of hire you reported indicates that s/he has been employed by this district for longer than three years. Please verify that this teacher is in his/her first three years of employment in the profession of teaching.

### Field 25 – Employment Status: Code 99

Code 99 indicates that this is an experienced teacher placed in a regular teaching position. However, the date of hire you reported indicates that s/he has been employed by the district for less than three years. Please verify that this teacher has more than three years of employment in the profession of teaching.

## Invalid Record

If the data entered produces an invalid record, an Error Message Report will appear. The following illustrates a sample Error Message Report:

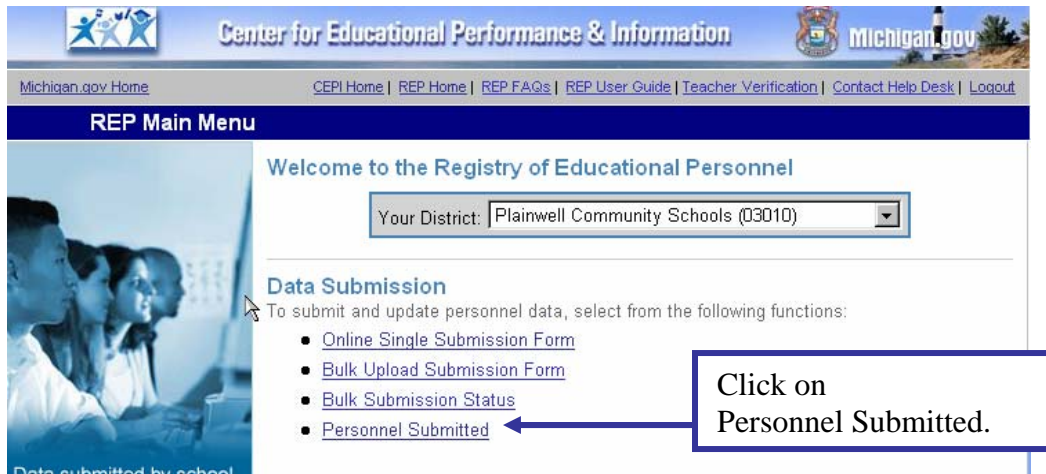


To make the necessary edits on the record, click on [Click here to return to the form and correct the errors.](#) You will then be directed to the Online Application entry form to make the corrections. Once all errors have been edited, click on **"Submit REP Data for this Employee"** once again. If the record is error-free, it will then be saved as a valid record. If more error messages are received, repeat the process until all errors are corrected. All errors must be corrected to save a record.

When the record is saved as a valid record, use [Click here to add a new record](#) to return to a clean entry screen, click on [Click here to View your Personnel Submitted](#), or click on [REP Main Menu](#) to return to the main menu for other options.

## Update/Verify a Record

During each submission cycle, every record must be verified as accurate. Records may be updated/verified at any time during a submission cycle. Go to the Main Menu. Click on "Personnel Submitted."



The following Personnel Submitted Report will appear, showing a list of the personnel who have been previously submitted by your district to the REP. During each submission cycle of the REP, the district must update each record and verify that the data previously submitted are still valid. After each personnel record has been verified and/or updated for the current collection period, the Submission Status column will show a green check mark (✓). If the personnel record is awaiting verification for the current submission cycle, the Submission Status column will show a red "x" (✗). When a new personnel record is added to the REP, the Submission Status column for that record will automatically show a check mark (✓).

When all of the personnel records have been submitted for your district and there is a check mark (✓) next to each personnel record, your REP submission is complete.

To begin the record verification for the district's personnel, click on the PIC for the employee you wish to update or verify. The REP Application screen will appear with the employee's previously submitted data.

**REP Personnel Submitted**

**Any School District**

Records updated for this submission cycle: 1  
Records not updated for this submission cycle: 0

The following report lists the personnel that your district has submitted to the REP. During each submission cycle of the REP, your district must update each record as well as enter any new personnel employed by your district.

To learn how to update a personnel record, read the [instructions](#).

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
✓	237914	Jones	Jack	A	9/22/1958	M

**Icon Legend**

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your district and there is a green check mark (✓) next to each personnel record, your REP submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

**Callouts:**

- Click on PIC to retrieve record.
- Verified/updated record
- To learn more about how to verify/update a record, click here.

After the employee record is updated or verified, click on **"Submit REP Data for this Employee"** at the bottom of the submission screen.

If the update contains errors, the Error Message Report illustrated previously will appear. All errors must be corrected before the record can be updated.

## Help Window -- Information regarding Personnel Update Instructions

REP Personnel Submitted

**Icon Legend**

✓ Personnel record updated for the submission cycle.

✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your district and there is a green check mark (✓) next to each personnel record, your REP submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

**Plainwell Community Schools**

Records updated for this submission cycle: 42

Records not updated for this submission cycle: 0

The following report lists the personnel that your district has submitted to the REP. During each submission cycle of the REP, your district must update each record as well as enter any new personnel employed by your district.

To learn how to update a personnel record, read the [instructions](#).

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
✓						
✓						
✓						
✓						
✓						
✓						

Information regarding verification of a record

[Click here to close this window and return to the Personnel Submitted report](#)

Click here to return to Personnel Submitted Screen.

**REP Personnel Update Instructions - Microsoft In...**

To update a record, click on the PIC number button of the personnel record under the PIC column. The employee's complete personnel record will then appear. Update any necessary data for the employee's record and click 'Save'. The record will then be updated for the current collection cycle and the Submission Status column will now show a green check mark (✓) next to that record. If there are no changes to be made to the record, click on 'Save' to update the employee's record for the current collection cycle and the Submission Status column will now show a green check mark (✓) next to that record.

## Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists all employees reported successfully for your district for each submission cycle, as well as those employees who were reported in a previous submission and were not updated/verified. This report can be found on the Main Menu of the REP Single Submission Online Application. It is important that you verify/update all of your employees during each submission cycle. When the submission begins, all employees previously submitted have a red "X" next to their names. After a record has been updated/verified, the red "X" changes to a green "check mark." When all employees have green "check marks" in the Personnel Submitted Report, and all new personnel have been submitted, your submission is complete.

There are two items in the report heading of the Personnel Submitted Report that you should check carefully to determine that all of your previously submitted records have been updated:

1. Records updated for this submission cycle. Total \_\_\_\_
2. Records not yet updated for this submission cycle. Total \_\_\_\_

Be sure that the total for No. 2 is "0" by the due date for each submission cycle.



## Deleting a Record

If an individual has left your district, you must terminate the record by reporting all the required fields for the assignment code. In Field 25: Employment Status, report the reason for the termination and in Field 26 report the date of termination.

Records may only be deleted from the REP database by CEPI personnel. Only those records for individuals who have never worked for your district or duplicate records may be deleted from your file.

To request to have a record deleted from your file, you must do the following:

1. Send an e-mail message to Help-Desk@michigan.gov.
2. Subject line: REMOVE EMPLOYEE.
3. Message: District name and district number followed by the employee's PIC number and name. Include a district contact name and phone number.
4. A Help Ticket will be created for you, and the employee(s) will be removed from your district by CEPI.
5. Note: If you are requesting removal of a duplicate record, the first record submitted by your district will be retained in your REP file.

Remember, you may only request record deletions for employees listed in your Personnel Report who have never worked for your district or for duplicate records.

***If you request to delete a record in error, you will be required to resubmit that record.***

## Bulk Submission/Upload REP Data

The bulk submission component is commonly used by districts with personnel management systems. Personnel records are extracted as one large data file and then uploaded in a single process called bulk upload.

### Bulk Submission/Update REP Data

The bulk submission file must be formatted as described in the Record Layout Section of the REP Data Field Descriptions. When the file is ready to be uploaded to CEPI, the district may do so through the REP Application online. All files submitted to the bulk upload must end with **.txt**. Files submitted with any other extension will be rejected and not processed. When submitting a file, be sure to enter your complete e-mail address and the path and file name to upload. Use the Browse button to locate your file.

**Upload File**

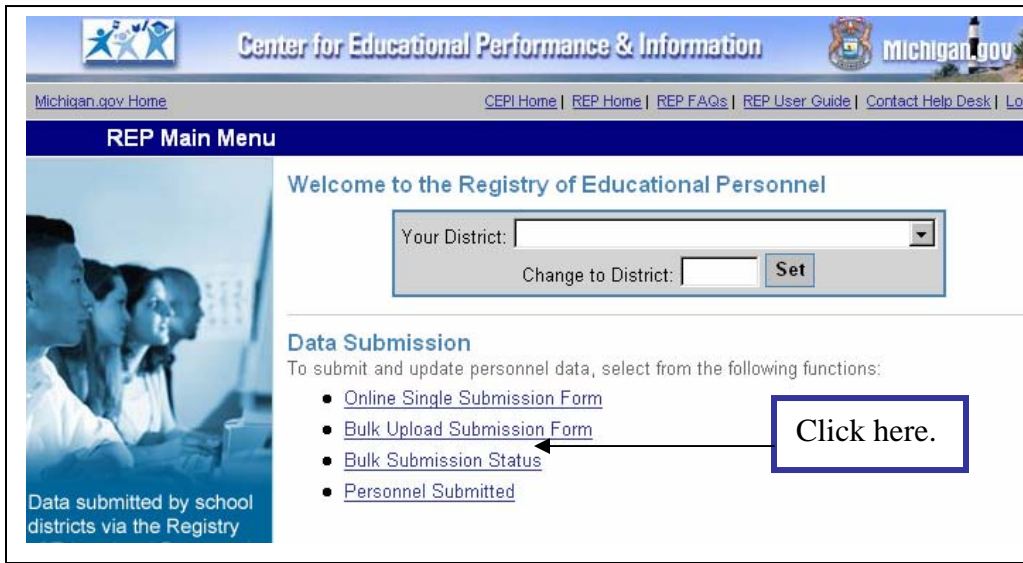
After the e-mail address and file name are entered, click on **Upload File**. After the file is submitted, a confirmation e-mail message will be sent to the e-mail address provided.

The screenshot shows the 'REP | Bulk Submission Upload Form' interface. At the top, there are logos for the Center for Educational Performance & Information and Michigan.gov. Navigation links include 'Michigan.gov Home', 'CEPI Home', 'REP Home', and 'Teacher View'. The form title is 'REP | Bulk Submission Upload Form'. On the left, an 'Instructions' box states: 'Files must be in **plain text** format. Microsoft Word-, Excel-, and Access-formatted files will not be processed correctly. Files must end with the extension ".txt". Files that end in an extension other than ".txt" will be rejected. Files must conform to the REP Data Field Descriptions. Files that do not conform to those conventions will not be processed.' The main form area has a header: 'Use 06/30/2006 as the date of count in all bulk upload files for the EOY 2006 Submission.' Below this is a field for 'Enter e-mail address that CEPI should use to notify you when the file is processed:' with a text input box. A note follows: 'Note: If your e-mail system does not receive REP bulk e-mail messages, please log in to the REP site and click on the "Bulk Submission Status" menu option to check the status of your file.' Then, a field for 'Enter the path and file name to upload:' with a text input box and a 'Browse...' button. An 'Important!' note states: 'You must include a complete file path when selecting your file. CEPI recommends that you use the "Browse" option to locate your file.' Below this, an example path is shown: 'C:\My Documents\MyRep.txt'. At the bottom right is an 'Upload File' button. Annotations with arrows point to the email field ('Enter the e-mail address here.'), the 'Browse...' button ('Click on the browse button to locate'), and the 'Upload File' button ('Click to upload file.'). A 'REP Main Menu' link is at the bottom left.

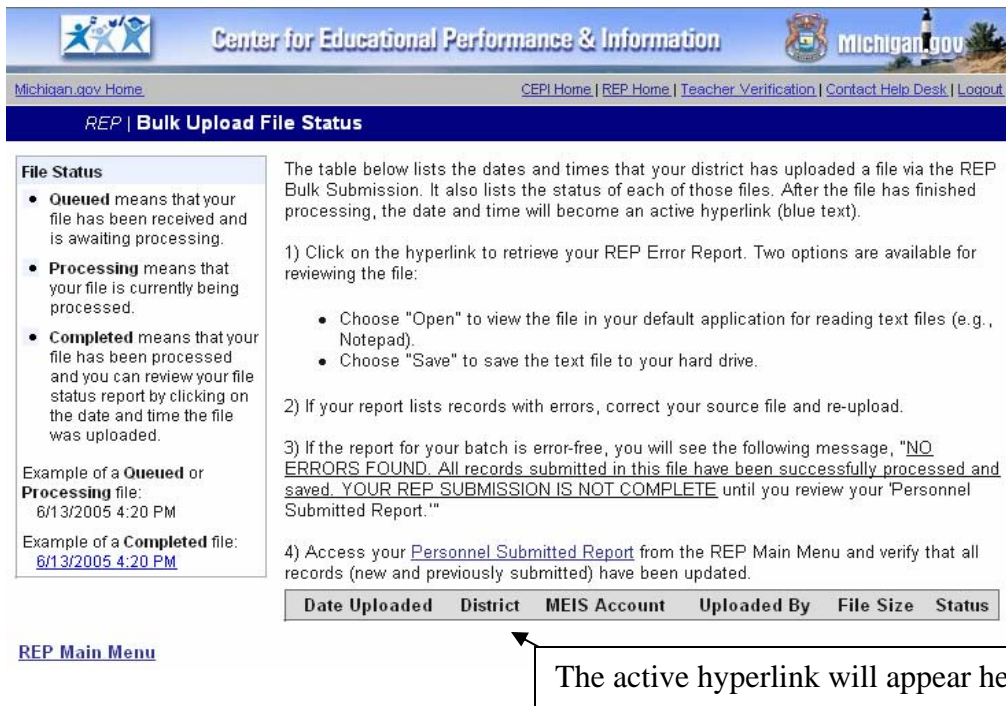


## Bulk Submission Status

After the file has been submitted via the REP Bulk Upload Application, it will be added to the queue. Once the file has been processed, an e-mail message will be sent to the e-mail address that was entered. Files are processed in the order received. After a file is processed, the district will be able to obtain an error report that lists any errors in the file. To obtain the error report, click on "Bulk Submission Status" on the Main Menu of the REP Application. If the error report does not contain any error messages, all records in the file were processed correctly.



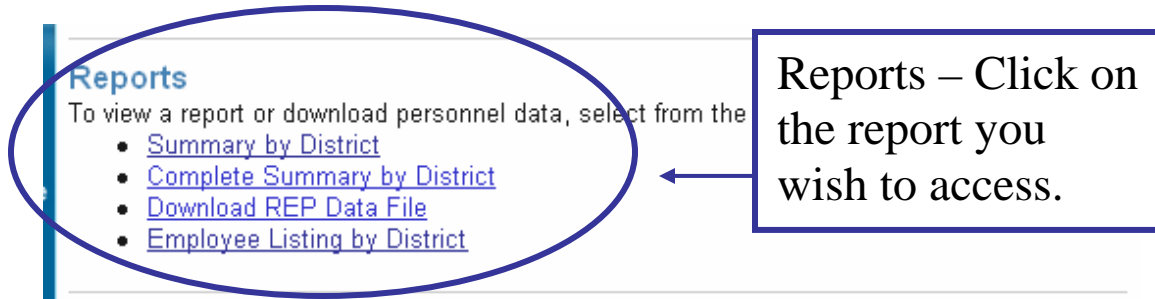
The following screen will appear:



## REP Reports

In addition to the Personnel Submitted Report, there are five reports available to the districts:

- 1) Summary by District
- 2) Complete Summary by District
- 3) Download REP Data File
- 4) Employee Listing by District.



### Summary by District

This report shows the total number of records submitted by each district in the state of Michigan during the current submission.

REP District Summary	
The table below shows all of the districts in the state of Michigan that have submitted at least one record during the current collection cycle. It also shows the number of records that each district has submitted.	
District Code	Current Collection Count
00001	1
03010	42
29040	1
71080	2

[REP Main Menu](#)

## Complete Summary by District

This table shows the submission summary of all of the districts in the state of Michigan.

Center for Educational Performance & Information					
Michigan.gov Home   CEPI Home   REP Home   REP FAQs   REP User Guide   Teacher Verification   Contact Help Desk   Logout					
REP Submission Summary					
The table below shows the submission summary of all of the districts in the state of Michigan. The "Total Count" column lists the number of active records that have been submitted by the district, while the "Current Collection Count" column lists only the number of active records that have been submitted/updated during the current collection cycle.					
You may sort the records in the table by clicking on the column headers.					
District Name	ISD	District Code	Total Count	Current Collection Count	Outstanding Collection Count
Alcona Community Schools	04	01010	0	0	0
AuTrain-Onota Public Schools	52	02010	0	0	0
Burt Township School District	52	02020	0	0	0
Munising Public Schools	52	02070	0	0	0
Superior Central Schools	52	02080	0	0	0
<b>Allegan ISD</b>	<b>03</b>	<b>03000</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Download REP Data File

This selection will provide a downloadable XML file of the data submitted to the REP for the current submission cycle.

### Reports

To view a report or download personnel data, select from the following options:

- [Summary by District](#)
- [Complete Summary by District](#)
- [Download REP Data File](#)
- [Employee Listing by District](#)

Click here.

CEPI has received requests from districts to provide a method to download the REP data that your district has successfully submitted to CEPI. As a result of this request, CEPI has provided an option to download a REP data file. The downloadable data file will be in XML format (.xml file extension). XML is a structured computer language that is used to store data in a text-formatted file. This file may be opened in any text editor program (e.g., Notepad, Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer, Netscape). It may also be imported to a Microsoft Access database or opened in a Microsoft Excel spreadsheet.

The primary purpose of obtaining this file is to allow your district to have a permanent record of the data that it has successfully submitted to CEPI at any given time.

## The XML data file layout

The layout below will be used primarily by developers and IT staff members to gain an understanding of how the REP data is stored in the XML file. A brief description of the data contained in each field is given to the right of the field. The layout is as follows:

<Record pic=" name=">	
<DateOfCount />	- Date (mm/dd/yyyy)
<Isd />	- Text (NN)
<District />	- Text (NNNNN)
<LastName />	- Text
<FirstName />	- Text
<MiddleName />	- Text
<SocialSecurityNumber />	- Text (NNNNNNNNN)
<CredentialLicenseNumber />	- Text
<DateOfHire />	- Date (mm/dd/yyyy)
<SchoolAssignment>	
<PIC />	- Numeric
<SchoolCode />	- Text (NNNNN)
<AssignmentCode />	- Text (NNNNN or NNNA)
<GradeRK />	- Boolean (0 or 1)
<GradeK />	- Boolean (0 or 1)
<Grade1 />	- Boolean (0 or 1)
<Grade2 />	- Boolean (0 or 1)
<Grade3 />	- Boolean (0 or 1)
<Grade4 />	- Boolean (0 or 1)
<Grade5 />	- Boolean (0 or 1)
<Grade6 />	- Boolean (0 or 1)
<Grade7 />	- Boolean (0 or 1)
<Grade8 />	- Boolean (0 or 1)
<Grade9 />	- Boolean (0 or 1)
<Grade10 />	- Boolean (0 or 1)
<Grade11 />	- Boolean (0 or 1)
<Grade12 />	- Boolean (0 or 1)
<AltEd />	- Boolean (0 or 1)
<SpEd />	- Boolean (0 or 1)
<AdultEd />	- Boolean (0 or 1)
<ECPP />	- Boolean (0 or 1)
<CTEd />	- Boolean (0 or 1)
<StateAg />	- Boolean (0 or 1)
<EOEI />	- Boolean (0 or 1)
<Admin />	- Boolean (0 or 1)
<Fte />	- Numeric (N.NN)
<Wage />	- Numeric (NNN.NN)
<AccountingCode />	- Text (NNN)
<HighlyQualified />	- Numeric (N)
<AcademicMajor />	- Numeric (N)
<AcademicMinor />	- Numeric (N)
<Administrator />	- Numeric (N)
<ClassesTaught />	- Numeric (N)
</SchoolAssignment>	
<PartATeachers />	- Text (NNN)
<FundedPositionStatus />	- Text (N)
<DateOfBirth />	- Date (mm/dd/yyyy)
<GenderCode />	- Text (A)
<RacialEthnic>	
<RacialEthnicCode1 />	- Boolean (0 or 1)

<RacialEthnicCode2 />	- Boolean (0 or 1)
<RacialEthnicCode3 />	- Boolean (0 or 1)
<RacialEthnicCode4 />	- Boolean (0 or 1)
<RacialEthnicCode5 />	- Boolean (0 or 1)
<RacialEthnicCode6 />	- Boolean (0 or 1)
</RacialEthnic>	
<HighestEducationLevel />	- Text (NN)
<TypeOfCredential />	- Text (NN)
<DateCredentialIssued />	- Date (mm/dd/yyyy)
<DateOfExpirationOfCredential />	- Date (mm/dd/yyyy)
<HoursOfProfessionalDevelopment>	
<ProvDevCode1 />	- Numeric (NNN)
<ProvDevCode2 />	- Numeric (NNN)
<ProvDevCode3 />	- Numeric (NNN)
<ProvDevCode4 />	- Numeric (NNN)
<ProvDevCode6 />	- Numeric (NNN)
<ProvDevCode7 />	- Numeric (NNN)
<ProvDevCode8 />	- Numeric (NNN)
</HoursOfProfessionalDevelopment>	
<EmploymentStatus />	- Text (NN)
<DateOfTermination />	- Date (mm/dd/yyyy)
<Pic />	- Numeric
<AnnualSalary />	- Numeric (NNNNNN)
<MichiganInstitution />	- Text (NNNNNN)
<NonMichiganInstitution />	- Text (NN)
</Record>	

### Using Microsoft Access to view the XML data file

This XML file may be imported into a Microsoft Access XP database, if desired. Please note that this will only work with Microsoft Access version XP or higher. These instructions will not work with Access 2000 or below. To import your REP XML data file to an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data," and then select "Import..."
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type": Scroll down through that list and select the XML Documents option.
5. Locate the saved REP XML file on your computer, select that file, and click the Import button.
6. The Import XML dialog box will appear. It should contain four tables: ProfessionalDevelopment, RacialEthnic, EmploymentData, and SchoolAssignment. Click OK.

You should get a message box that says "Finished importing document..." Click OK and your Access XP database will be set up and contain your district's REP data.

**Information on the table structure:** The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, SSN, etc. The ProfessionalDevelopment table contains professional development information. The RacialEthnic table contains the racial/ethnic codes and values (refer to the REP Data Field Descriptions for an explanation of the codes). The SchoolAssignment table contains the personnel assignment data, such as the assignment code, grade settings, FTE, etc. A relationship may be set up among these four tables based on the PIC field, which is contained in each table. Complete personnel information can be found by using this relationship. For example, to find the hours of professional development for John Doe, find the PIC for John Doe in the EmploymentData table,



and then find that PIC number in the ProfessionalDevelopment table. The row you find will contain the professional development data for John Doe.

### Using Microsoft Excel to view the XML data file

The XML data file may also be opened with Microsoft Excel XP as well. Please note that this will only work with Microsoft Excel version XP or higher. These instructions will not work with Excel 2000 or below. To open your REP XML data file in Excel XP, simply follow these steps:

1. Start Microsoft Excel XP.
2. Under the File menu, select the Open... option.
3. In the Open dialog box that appears, find the drop-down list at the bottom labeled Files of type:. Scroll down through that list and select the XML Files option.
4. Locate the saved REP XML file on your computer, select that file, and click the Open button.

The format will vary depending on the contents of your XML data file, but the fields will be labeled appropriately.

### Employee Listing by District

This report lists employees for which records were successfully submitted by the district. This list file is tab-delimited and the format of the report is as follows: Personnel Identification Code (PIC), Last Name, First Name, Middle Name, Social Security Number (SSN), Date of Birth (DOB), Gender, Credential License Number (CLN).

The following information screen will appear when you click on "Employee Listing by District":

The Employee Listing by District allows you to download your district's employee data in a tab-delimited file.

The file contains the following fields:

- Personnel Identification Code (PIC)
- Last Name
- First Name
- Middle Name
- Social Security Number (SSN)
- Date of Birth (DOB)
- Gender
- Credential License Number (CLN)

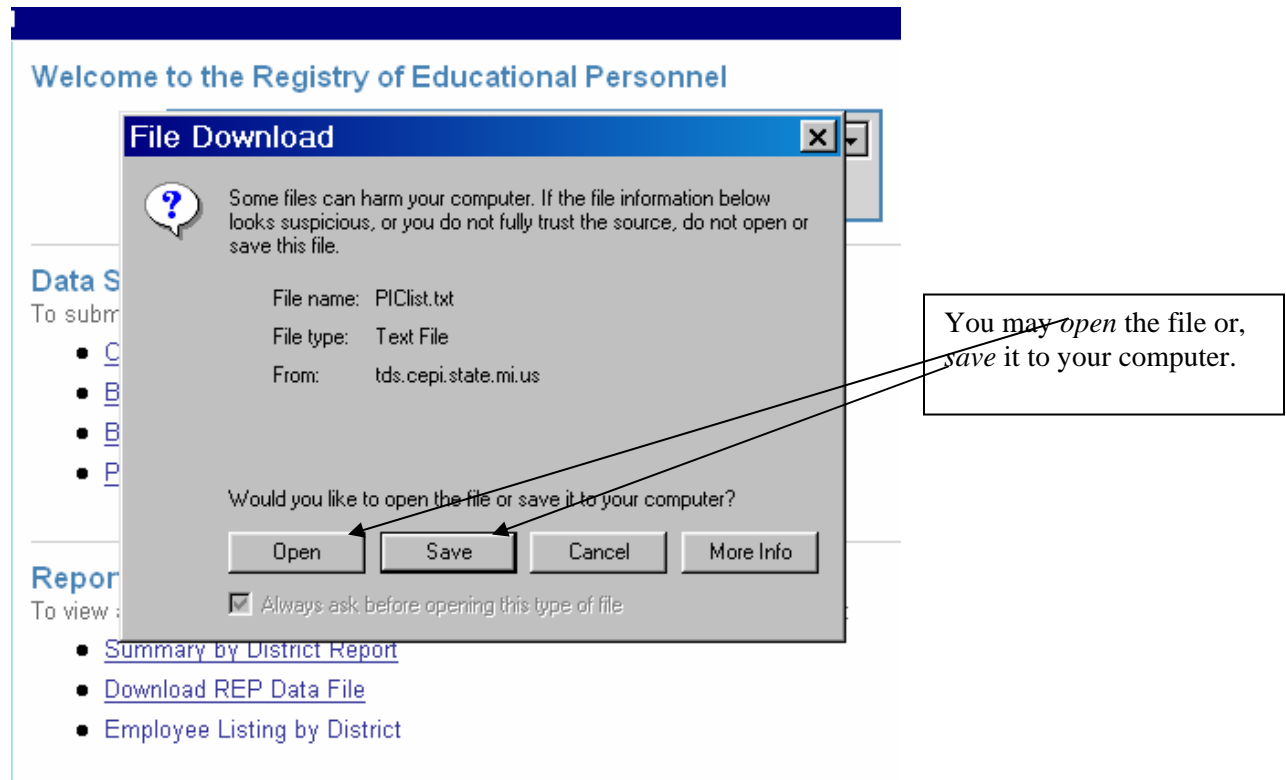
Click on the "Download Employee Listing File" below to retrieve your Employee Listing by District. Upon the completion of the download, you may view the file in your default application for reading text files (e.g., Notepad) or open the file in a spreadsheet application such as Excel.

**Download Employee Listing File**

[REP Main Menu](#)

[Michigan.gov Home](#) | [CEPI Home](#) | [REP Home](#) | [REP FAQs](#) | [REP User Guide](#) | [Teacher Verification](#) | [Contact Help Desk](#) | [Logout](#)  
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)  
 Copyright @ 2005 State of Michigan

The **File Download** will appear when you click on [Download Employee Listing File](#).





## Credential Data Exchange (CDX)

The CDX is a Web-based application that enables a local district to obtain credential numbers, issue and expiration dates, endorsements earned, sponsoring institution and sponsoring institution code for instructional personnel. A file must be prepared in the proper format as outlined below. The prepared file may then be uploaded through the CDX application for processing.

### Uploading a File:

CDX will not accept files that do not have a ".txt" extension. Files must be in **plain text** format. Microsoft Word-, Excel-, and Access-formatted files will not be processed.

The data **must** be in the following format:

1. Fields are tab-delimited.
2. Each line is followed by a CR/LF (Carriage Return/Line Feed).
3. Fields are in the following order:  
 {Last Name}{TAB}{First Name}{TAB}{Date of Birth}{TAB}{Social Security Number}.
4. The Date of Birth should be formatted "mm/dd/yyyy."
5. The SSN should not contain anything other than numbers (123456789).
6. The return format will be identical to the submitted format with the following appended to each line:
  - Credential License Number {TAB}
  - Date Credential Issued {TAB}
  - Date of Expiration of Credential {TAB}
  - Endorsement {TAB}
  - Institution Code {TAB}
  - Institution Name {CR/LF}.

When the file is ready for submission to the CDX application, do the following:

Step One: Log in to the REP Application.

Step One:  
Log in to the REP.

Step Two: Click on "Upload Credential Request File."

**REP | Main Menu**

Welcome to the Registry of Educational Personnel

Your District: Pottersville Public Schools (23090)

**Data Submission**  
To submit and update personnel data, select from the following functions:

- [Online Single Submission Form](#)
- [Bulk Upload Submission Form](#)
- [Bulk Submission Status](#)
- [Personnel Submitted](#)

**Reports**  
To view a report or download personnel data, select from the following options:

- [Summary by District](#)
- [Complete Summary by District](#)
- [Download REP Data File](#)
- [Employee Listing by District](#)

**Credential Data Exchange**  
To obtain teacher credential numbers, select from the following options:

- [Upload Credential Request File](#)
- [Credential Request Status](#)

**Step Two: Click here.**

Step Three: Enter e-mail address.

**CDX File Upload Form**

Center for Educational Performance & Information  
Michigan.gov

REP | CDX File Upload Form

**Instructions:**  
Files must be in plain text format: Microsoft Word, Excel, and Access formatted files will not be processed correctly.  
Files must end with the extension ".txt". Files that end in an extension other than ".txt" will be rejected.  
The data must be in the following format:

- Fields are tab delimited.
- Each line is followed by a CRLF (Carriage Return/Line Feed).
- Fields are in the following order:  
(Last Name)(TAB)(First Name)(TAB)(Date of Birth)  
(TAB)(Social Security Number)
- The Date of Birth should be formatted "mm/dd/yyyy".
- The SSN should not contain any other than numbers (000)000000.
- The return format will be identical to the submitted format with the following appended to each line:
  - Credential License Number (TAB)
  - Date Credential Issued (TAB)
  - Date of Expiration of Credential (TAB)
  - Endorsement (TAB)
  - Institution Code (TAB)
  - Institution Name (CRLF)

Enter e-mail address that CEPI should use to notify you when the file is processed:

Note: If your e-mail system does not receive CDX e-mail messages, please log into the REP site and click on the "Credential Request Status" menu option under the Credential Data Exchange section to check the status of your file.

Enter the path and file name to upload:

Browse...

Important! You must include a complete file path when selecting your file. CEPI recommends that you use the "Browse" option to locate your file.

If you enter the file path manually, a correct complete file path may look like the following example:

C:\My Documents\MyCDX.txt

Upload CDX File

**Step Three: Enter e-mail address.**

**Step Four: Enter the path and file name to upload.**

**Step Five: Send file.**

Step Four: Enter the path and file name to upload. Click on the Browse button to locate the CDX file you have prepared for submission.

Step Five: Click on "Upload CDX File."

## Retrieving Processed CDX File

Step One: Click on "Credential Request Status" – Download.


### Credential Data Exchange

To obtain teacher credential numbers, select from the following functions:


- [Upload Credential Request File](#)
- [Credential Request Status](#)

Step One:  
Click here.

Step Two: Click on blue hyperlinked date and time under Date Uploaded. Status will indicate "Completed."



Center for Educational Performance & Information



[Michigan.gov Home](#)
[CEPI Home](#)
[REP Home](#)
[Teacher Verification](#)
[Contact Help Desk](#)
[Logout](#)

### REP | CDX Result File Status

#### File Status

- Queued** means that your file has been received and is awaiting processing.
- Completed** means that your file has been processed and you can review your result file by clicking on the date and time the file was uploaded.

Example of a **Queued** file:  
6/13/2005 4:20 PM

Example of a **Completed** file:  
[6/13/2005 4:20 PM](#)

The result file will contain information about the current credential held by the individual. The complete data returned will include the current credential number, issue and expiration dates, endorsements earned, and the teacher preparation institution and code number.

The table lists the files that you have uploaded to the Credential Data Exchange. The current status of the file is listed in the "Status" column.

After the file has been processed the date and time will be an active hyperlink (blue text). Click on the hyperlink to retrieve the CDX result file. Two options are available for reviewing the file:

- Review your status in an application that reads text files e.g., Notepad)
- Save the file to your hard drive

Date Uploaded	MEIS Account	Name	Status
<a href="#">10/16/2004 10:13 10 AM</a>			Completed

Step Two:  
Click on blue hyperlinked date and time to retrieve file.

## Supplemental Title II Highly Qualified Teacher Data Collection

A separate Title II User's Guide is available on CEPI's Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services" and then click on "Registry of Educational Personnel." The user's guide is available under REP Help and Resources by clicking on "REP Help."